



VCAA ASSESSMENT ONLINE

TEACHER TRAINING GUIDE



TABLE OF CONTENTS

SECTION 1 - INTRODUCTION	1
1.1 Overview	1
1.2 Help	2
SECTION 2 – THE CENTRAL SERVER.....	4
2.1 Logging On	4
2.2 Searching for Tests.....	5
2.3 Previewing Linear Tests.....	7
2.4 Printing a Preview of Linear Tests	8
2.5 Downloading Test	8
2.6 Previewing Adaptive Tests.....	9
SECTION 3 – THE SCHOOL SERVER (PART 1)	11
THE SCHOOL ADMINISTRATOR ROLE	11
3.1 Importing Student Details.....	11
3.1.1 Government Schools	11
3.1.2 Non-Government Schools.....	13
3.2 Creating Users	19
3.3 Resetting Users	21
SECTION 4 – THE SCHOOL SERVER (PART 2)	23
THE TEACHER ROLE.....	23
4.1 Logging On	23
4.2 Creating a Test Session.....	24
4.3 Logging into a test.....	27
4.4 Completing a Linear Test.....	29
4.5 Completing an Adaptive Test.....	29
4.6 Interrupting a test	30
4.7 Generating Reports.....	31
Frequently Asked Questions.....	34
How to Enable/Disable Popular Pop-up Blockers.....	35

Section 1

Introduction

1.1 Overview

The On Demand Testing program uses software developed by the Victorian Curriculum and Assessment Authority (VCAA). This software is referred to as *VCAA Assessment Online*.

There are two components to the VCAA Assessment Online application – the **Central Server** and the **School Server** (see Figure 1.1).

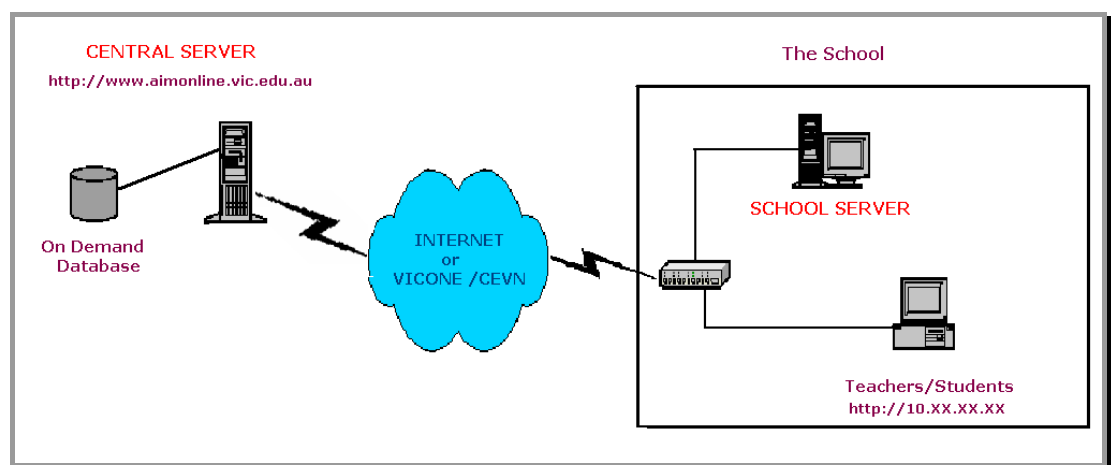


Figure 1.1 VCAA Assessment Online

THE CENTRAL SERVER

The Central Server is essentially a database that stores all public questions and tests the VCAA has created for the On Demand Testing program. The Central Server is available via the internet and can be accessed from the following web address: <http://www.aimonline.vic.edu.au>

Each school is provided with a unique username and password for the VCAA Central Server site from where they can search, preview and download tests to their school. Contact the VCAA On Demand help desk (see page 3) if you do not have the appropriate login for this site.

THE SCHOOL SERVER

The School Server is the other component of VCAA Assessment Online. The school is required to install software on a compatible server at the school. This software is supplied free by the VCAA. In government schools, this software is installed on the **CASES21 Server**. Once this software has been installed and configured, schools can download tests from the VCAA Central Server. The School Server must be set up in order to receive downloaded tests from the VCAA Central Server.

The School Server operates on the school's local network and relies on the internet only for downloading tests from the VCAA Central Server. Once the software is installed and configured, a dedicated website address is used to enable all users (Teachers and Students) to access the application within the school's network via an Internet Explorer browser. This is the School Server homepage. The address for the School Server is unique in each school but will consist of four groups of digits, such as, <http://123.45.67.89> (NB: this is just an example).

Teacher and students access the School Server application and sit the tests within the school's local area network (LAN) and do not rely on the internet during this time. In government schools, the School Server is accessible from the **Curriculum Network** even though the server resides on the CASES server on the **Administration Network**.

Tests that are downloaded remain permanently on the School Server. You will need to import student details or in government schools; synchronise from CASES and create user accounts for other teachers at your school before you start testing online. This is covered in *Section 3 - The School Administrator Role*.

Setting up test sessions, sitting tests and viewing reports is covered in *Section 4 – The Teacher Role*. All test results and student information is stored locally on the School Server.

1.2 Help

ONLINE HELP is available from both the VCAA Central Server and the School Server. A Help link can be found on all pages in the top right hand corner of the screen (see Figure 1.2).

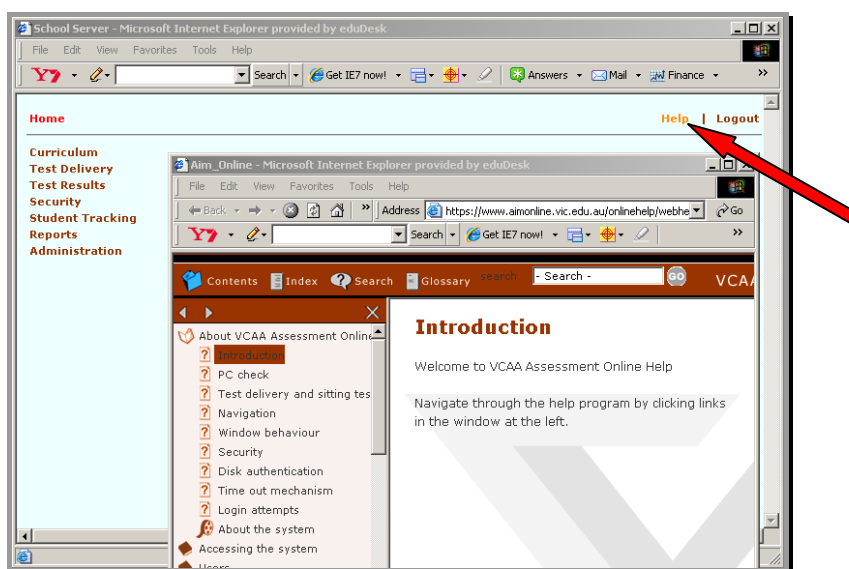


Figure 1.2 Online Help

The online help covers all functionality and includes some interactive videos. It is the best place to go if you forget how to do a particular task or you want to investigate other features and functionality.

The **HELP DESK** - The Victorian Curriculum and Assessment Authority (VCAA) has established a help desk for schools that can be accessed using a freecall telephone service or by email.

- The On Demand help desk operates from 8:30 am to 5:00 pm each business day.
- The telephone number is **1800 827 721 or 9651 4482**
- The email is vcaa.ondemand.support@edumail.vic.gov.au

Section 2

The Central Server

2.1 Logging On

The VCAA Assessment Online Central Server is where School Administrators and Teachers can go to search, preview and download On Demand Tests. The Central Server is accessed via the internet. Each school is supplied with a unique User ID and Password for the VCAA Central Server.

- 1 Open Internet Explorer.
- 2 Enter <http://www.aimonline.vic.edu.au> in the Address field and press the <Enter> key. The VCAA Assessment Online Central Server homepage will appear (see Figure 2.1).



Figure 2.1 VCAA Assessment Online homepage

- 3 Left click on the **On Demand Testing** link on this page to get to the homepage for the On Demand program (see Figure 2.2).

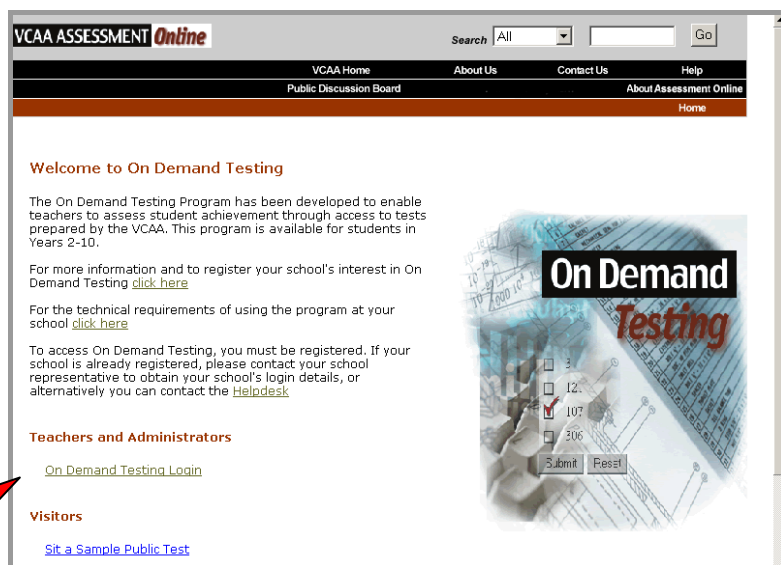


Figure 2.2 On Demand home page

- 4 Left click on the link for the **On Demand Testing Login** link under *Teachers and Administrators* and the Login window will appear (see Figure 2.3).

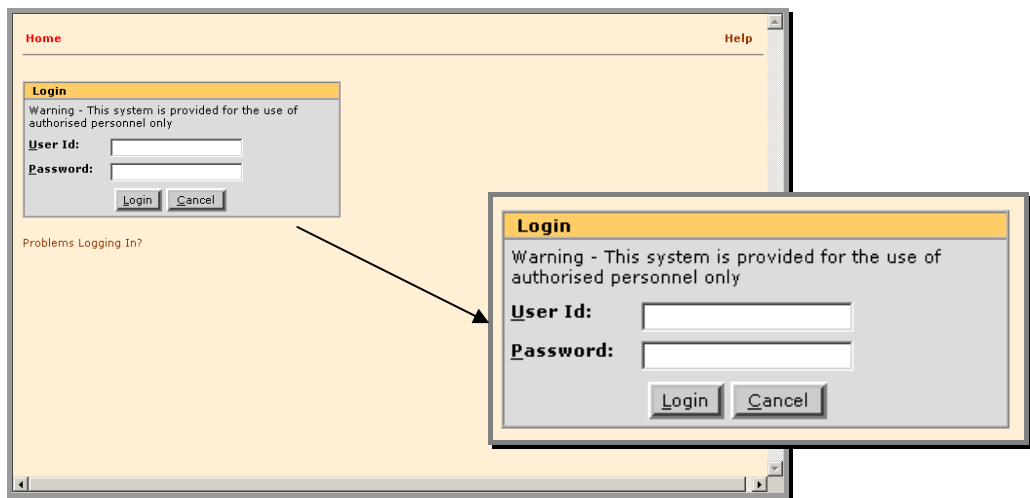


Figure 2.3 Login window

- 5 Enter the User ID and Password supplied by the VCAA and left click on the **[Login]** button. (Please Note: Passwords are case sensitive.) This will take you to the Home menu (see Figure 2.4).

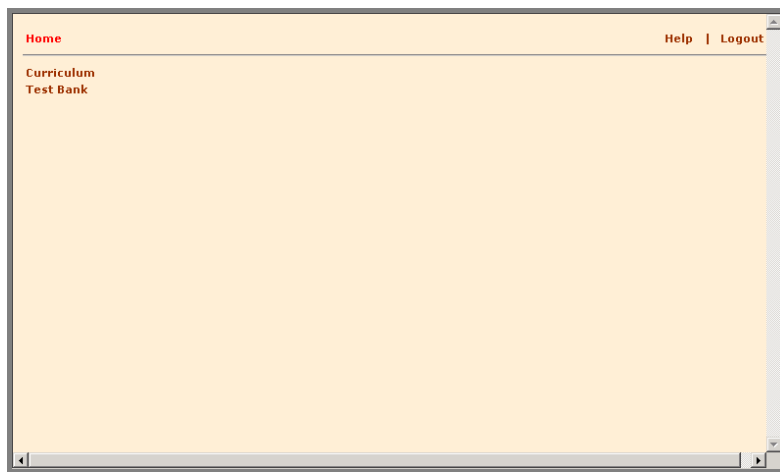


Figure 2.4 VCAA Central Server Home menu

2.2 Searching for Tests

- 6 From the **Home** menu, select **Test Bank**, then **Download Test** and then **Public**. The **Download Test Search** window will appear (see Figure 2.5).

Figure 2.5 Download Test Search window

Note: The ‘Miscellaneous and Science’ domains are unavailable at this time

From the **Download Test Search** window you can narrow down your search by:

- Selecting a **Domain** menu, and/or
- Selecting or entering other criteria in the **Search Criteria** section, such as, Year Level or Test Flow (adaptive or linear).

- 7 Select ‘**Linear**’ from the ‘**Test Flow**’ drop-down field in the **Search Criteria** and left click on the **[Search]** button. A **Search Result** list will appear with a list of tests (see Figure 2.6).

Test Number	Description	Test Flow	Domain	Progress Test	Year Level	Number of Questions	Raw Score	Raw Score by Dimension Displayed
2018	Mathematics 100: Number, Year 3	Linear	Mathematics	<input type="checkbox"/>	03	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2019	Mathematics 101: Number, Year 3	Linear	Mathematics	<input type="checkbox"/>	03	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2020	Mathematics 102: Number, Year 5	Linear	Mathematics	<input type="checkbox"/>	05	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2021	Mathematics 103: Number, Year 5/6	Linear	Mathematics	<input type="checkbox"/>	06	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2022	Mathematics 104: Number, Year 5/6	Linear	Mathematics	<input type="checkbox"/>	06	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2023	Mathematics 105: Number, Year 5/6	Linear	Mathematics	<input type="checkbox"/>	06	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2024	Mathematics 106: Number, Year 5/6	Linear	Mathematics	<input type="checkbox"/>	05	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2025	Mathematics 107: Number, Year 5/6	Linear	Mathematics	<input type="checkbox"/>	06	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2026	Mathematics 108: Number, Year 4	Linear	Mathematics	<input type="checkbox"/>	04	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2027	Mathematics 109: Number, Year 4/5	Linear	Mathematics	<input type="checkbox"/>	04	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Page: 1 of 14 Total found: 131 Displayed records: 1 - 10 Total displayed: 10

Go to page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Figure 2.6 Test Search Results list

***Note:** If no tests appear in the Search Result list, all the criteria you have selected may be too narrow. Left click on the **[Reset]** button to start a new search.*

2.3 Previewing Linear Tests

- 8 From the Search Result list, left click to highlight a linear test you wish to preview and then left click on the **[View]** button. The **Linear Test View** window will appear containing information about the tests you have selected (see Figure 2.7).

*Note: the **Preview as PDF** function has been deactivated.*

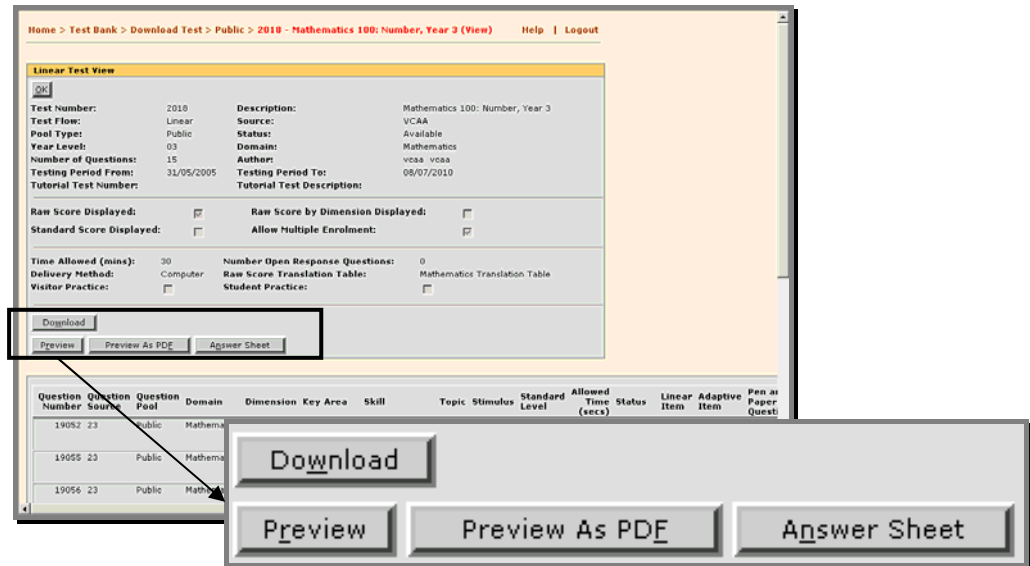


Figure 2.7 Linear Test View window

The Test View page contains information about the test you have selected.

- The **Linear Test View** will list details of all the questions contained within the test such as the skill and Standard level of the question.

- 9 Left click on the **[Preview]** button. This enables you to preview the actual questions that will be presented to the students when they sit the linear test (see Figure 2.8).

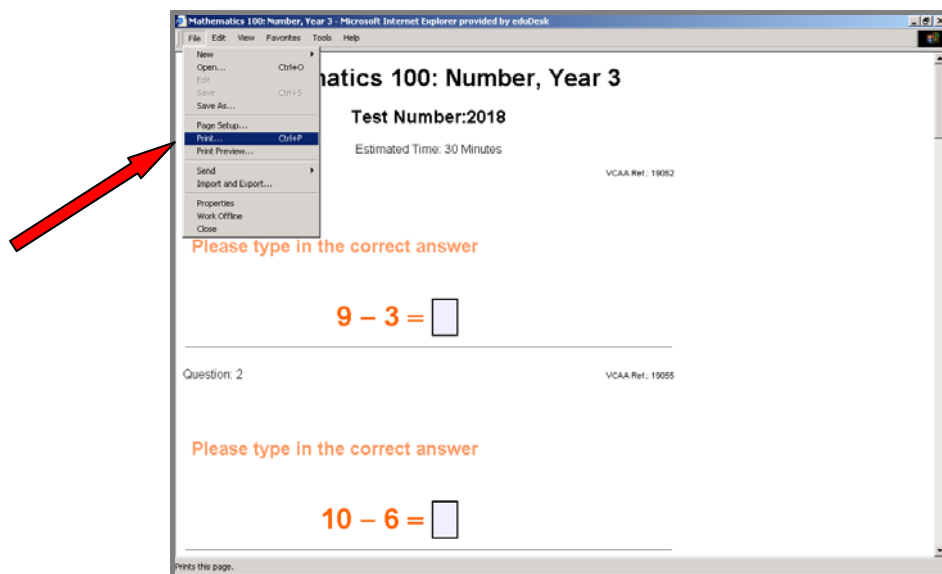


Figure 2.8 Preview of a linear test

2.4 Printing a Preview of Linear Tests

*It is possible to print the preview of linear tests to store a hard copy reference.
(Please note that Adaptive Tests can only be administered online and therefore cannot be printed.)*

- 10 While in the preview mode, go to the **File** menu in the top left hand corner of your screen and select the **Print** option from the drop down menu (as shown in Figure 2.8).
- 11 This will open the Print dialogue box (see Figure 2.9).

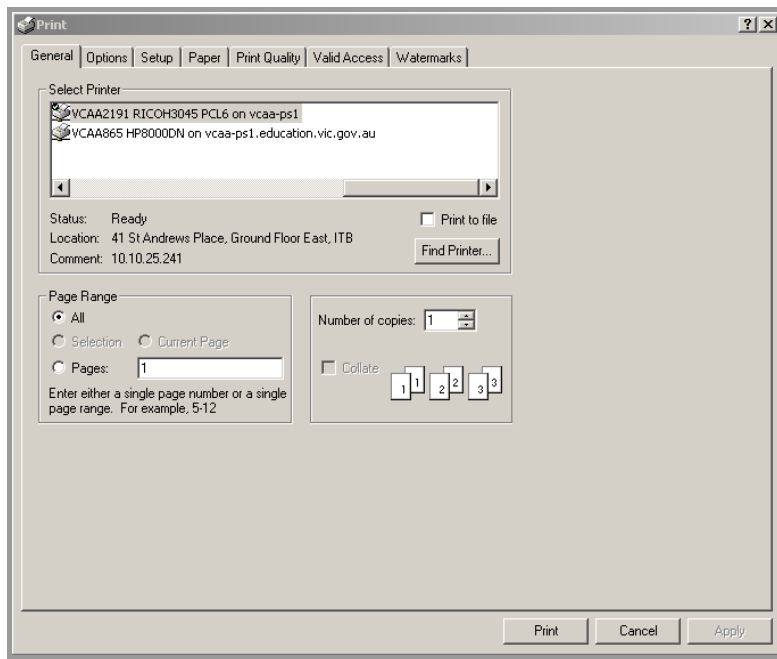


Figure 2.9 Print dialogue box

- 12 Select your printing requirements and the appropriate printer, and then left click on the **[Print]** button.
- 13 Scroll to the end of the *Test Preview* window and left click on the **[OK]** button at the bottom to close the window and be returned to the Linear Test View screen.
 - An **[Answer Sheet]** is also available from the **Linear Test View** window and can be printed in the same way (refer to Figure 2.7).

2.5 Downloading a Test

- 14 To download the selected test, left click on the **[Download]** button from the Test View page.
- 15 A message box will appear to advise that the download has been successfully queued (see Figure 2.11). Left click on the **[OK]** button to close the message box.
 - The request for the download will be placed in a queue and the test will be downloaded to your school. This occurs in the background and you do not have to wait for the process to occur. You can proceed to search, view and download other tests.

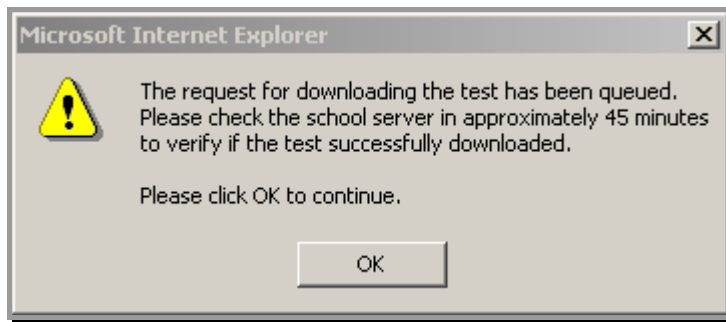


Figure 2.10 Message Box

- 16 From the Test View window (see Figure 2.12), left click on the **[OK]** button to return to the **Search Criteria** window and continue to search, view and download other tests.



Figure 2.11 Sample Test View window

2.6 Previewing Adaptive Tests

- 17 From the Test Search window, search for an Adaptive test.
- 18 Select an Adaptive test from the Search Result list and left click on the **[View]** button. The **Adaptive Test View** window will appear containing information about the test you have selected (see Figure 2.13).

Home > Test Bank > Download Test > Public > 2094 - English - YR06 - Reading (View) Help | Logout

Adaptive Test View

Test Number:	2094	Description:	English - YR06 - Reading
Test Flow:	Adaptive	Source:	VCAA
Pool Type:	Public	Status:	Available
Year Level:	06	Domain:	English
Number of Questions:	30	Author:	vcaa vcaa
Testing Period From:		Testing Period To:	
Tutorial Test Number:	2141	Tutorial Test Description:	OnDemand - English (Reading) Tutorial

Raw Score Displayed:	<input type="checkbox"/>	Raw Score by Dimension Displayed:	<input type="checkbox"/>
Standard Score Displayed:	<input type="checkbox"/>	Allow Multiple Enrolment:	<input checked="" type="checkbox"/>

RoadMap:	English - VELS Reading	Start Standard Level:	4 Low
Low Standard Level:	2 Low	High Standard Level:	6 High
Standard Ability:	2006 English Adaptive Ability Table	Default Start Subtest:	<input type="checkbox"/>
Visitor Practice:	<input type="checkbox"/>	Student Practice:	<input type="checkbox"/>

Figure 2.12 Adaptive Test View window

- The **Adaptive Test View** does not show details of the test questions. There is **no option to preview** any of the questions, so there is no preview button for these tests. Answer Sheets are also **not available** for Adaptive tests.

Section 3

The School Server (Part 1)

The School Administrator Role

The School Administrator Role has additional functions to the Teacher Role on the School Server. This includes importing and maintaining student details and managing users. It is recommended that schools have more than one School Administrator as this role is also able to reset users if required.

3.1 Importing Student Details

Instead of manually entering all student details individually, it is possible to import student details from other applications. Student details can be imported into the On Demand data base by the VCAA Assessment Online School Administrator.

For **Government Schools**, this can be done through the [**Sync From CASES...**] button.

For **Non-government Schools**, this is possible through the [**Import Students**] button. A file of student details in the correct format is required.

3.1.1 Government Schools

To synchronise student details from CASES:

1. Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 3.1).

For login instructions to the school server, please refer to Section 4.1 of this guide.

The School Server IP address can be placed as a favourite or a link on the school's intranet for easy access by students and teachers.

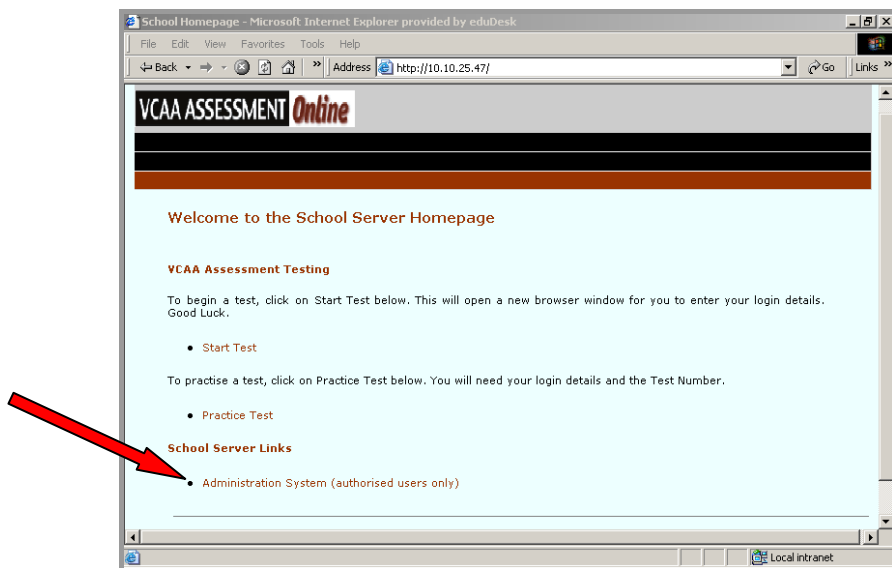


Figure 3.1 VCAA Assessment Online home page

2. From the **Home** menu, select **Student Tracking** and then **School**. The **School Search** window will appear.
3. Left click on the **[Search]** button to display the **School Search Result** list (see Figure 3.2).

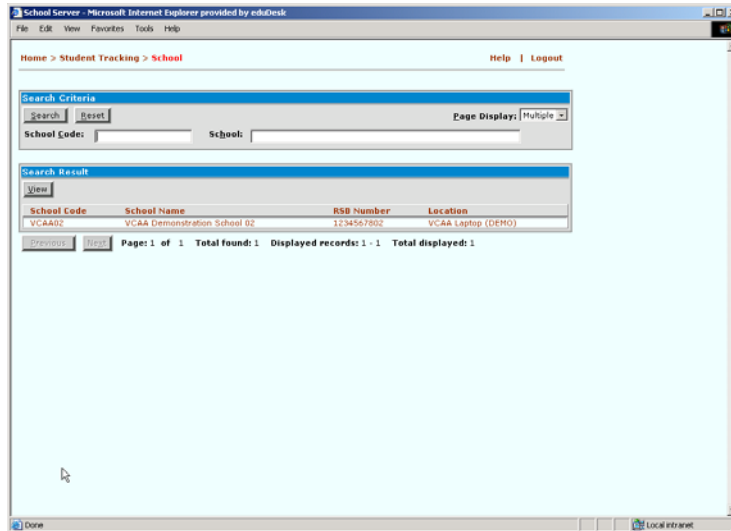


Figure 3.2 School Search window, with school details

4. Left click to highlight and select from the **Search Result** list, and then left click on **[View]** button. The **School View** window will display data containing complete details for the selected (your) school (see Figure 3.3). *Please contact the VCAA if these details are incorrect.*

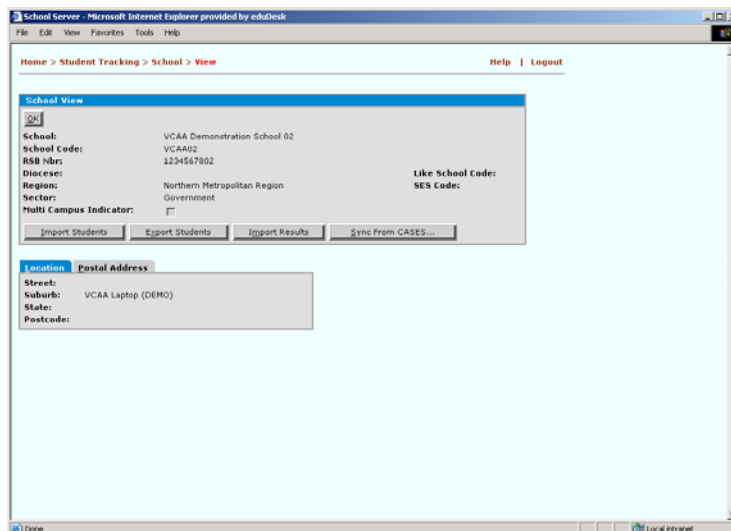


Figure 3.3 Sample School View window

5. Left click on the **[Sync From CASES...]** button. The **Sync From CASES** window will appear (see Figure 3.4).

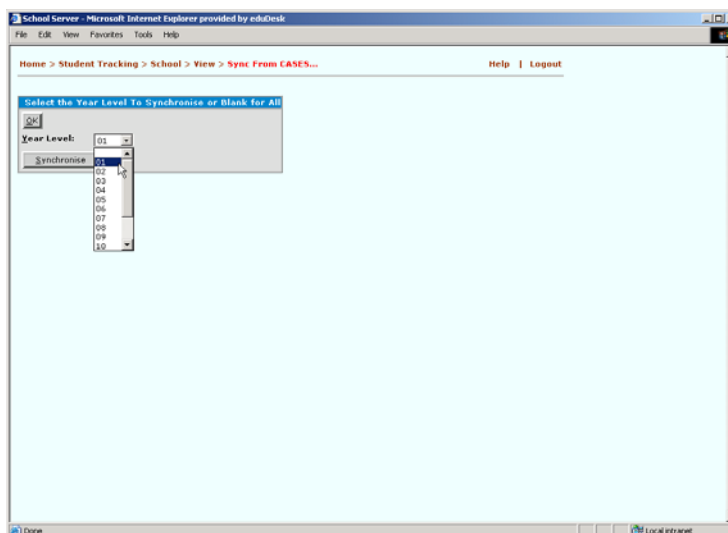


Figure 3.4 Sync From CASES window

6. From the **Year Level** selection box, select a specific year level to synchronise OR leave this field blank to synchronise all year levels at your school.
7. Left click on the [**Synchronise**] button. If the synchronisation is successful, a message will appear (see Figure 3.5).

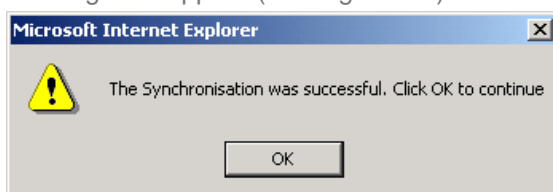


Figure 3.5 Message that will appear if synchronisation is successful.

8. Left click on [**OK**].

Note: To confirm that student details have been correctly imported, return to the **Student Tracking** menu, select **Student** and then perform a search on the imported student data. (See the 'Students' folder in the online help files)

3.1.2 Non-Government Schools

Non-Government Schools will need to create a file containing student details as specified in the table on page 18. This file may be created by extracting student data from the school's administrative package. It is essential that the order and format of the data is correct. The file must be saved in comma delimited (CSV) format. A sample of a student import file is shown in Figure 3.6.

Once the file has been created and saved in CSV format, you are ready to import.

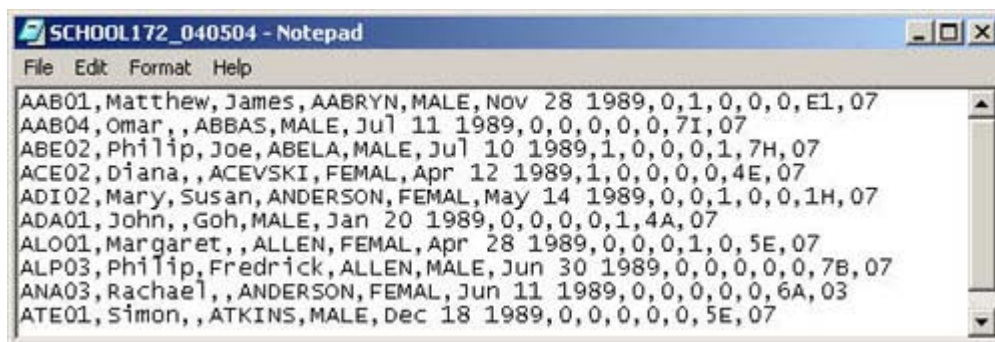


Figure 3.6 Sample Student Details Import file in the correct format

To import student details from other applications:

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 3.7).

The School Server IP address can be placed as a favourite or a link on the school's intranet for easy access by students and teachers.

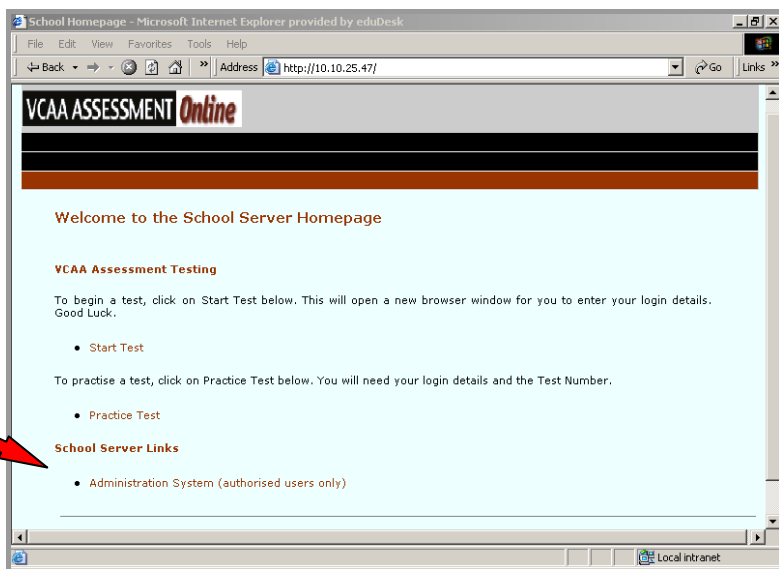


Figure 3.7 VCAA Assessment Online home page

- 2 From the **Home** menu, select **Student Tracking** and then **School**. The **School Search** window will appear.
- 3 Left click on the **[Search]** button to display the **School Search Result** list (see Figure 3.8).

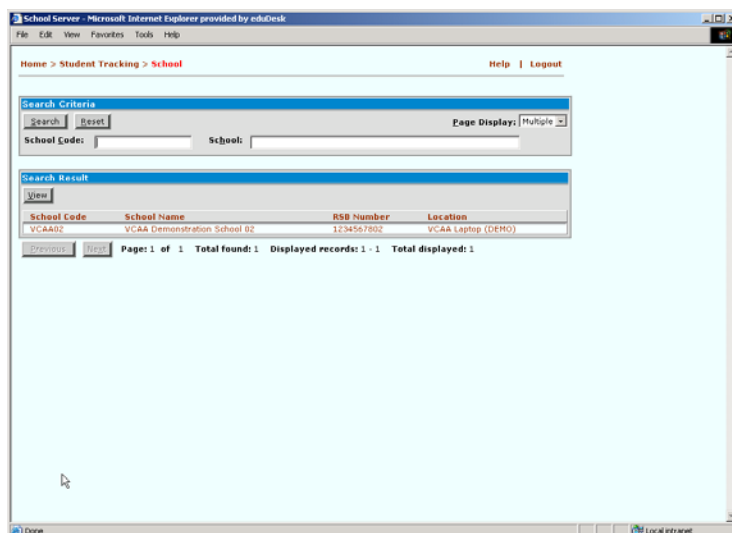


Figure 3.8 School Search window, with school details

- 4 Left click to highlight and select from the **Search Result** list, and then left click on **[View]** button. The **School View** window will display data containing complete details for the selected (your) school (see Figure 3.9). *Please contact the VCAA if these details are incorrect.*

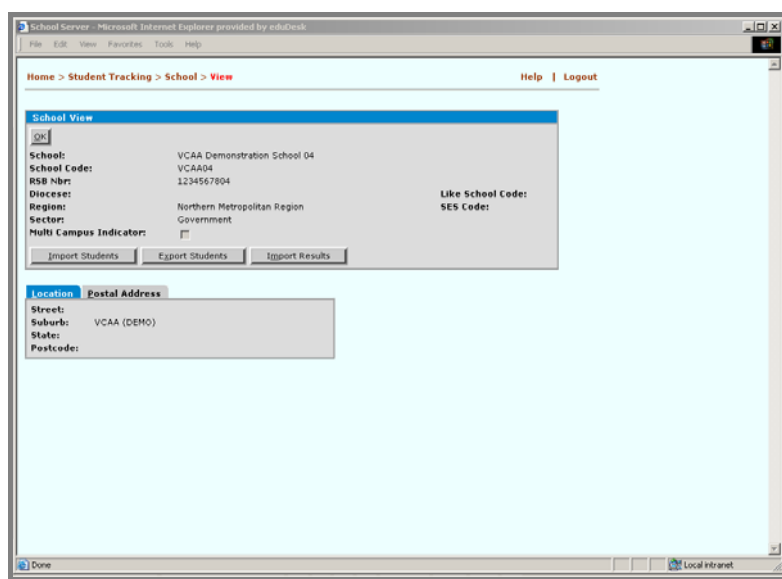


Figure 3.9 Sample School View window

- 5 Left click on the **[Import Students]** button. The **Import Students** window will be displayed (see Figure 3.10).

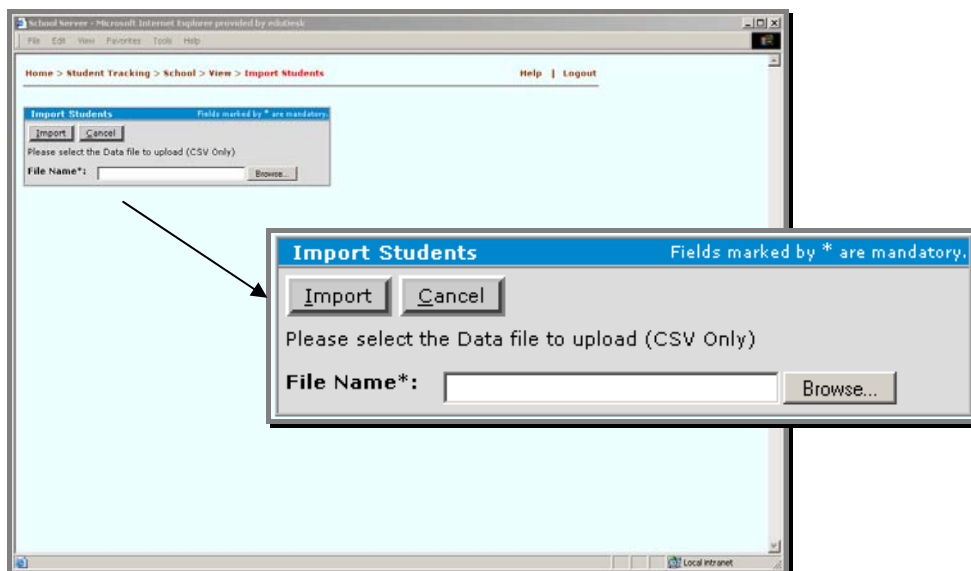


Figure 3.10 Sample School View window

- 6 Left click on the **[Browse...]** button. The **Choose File** window will appear (see Figure 3.11).

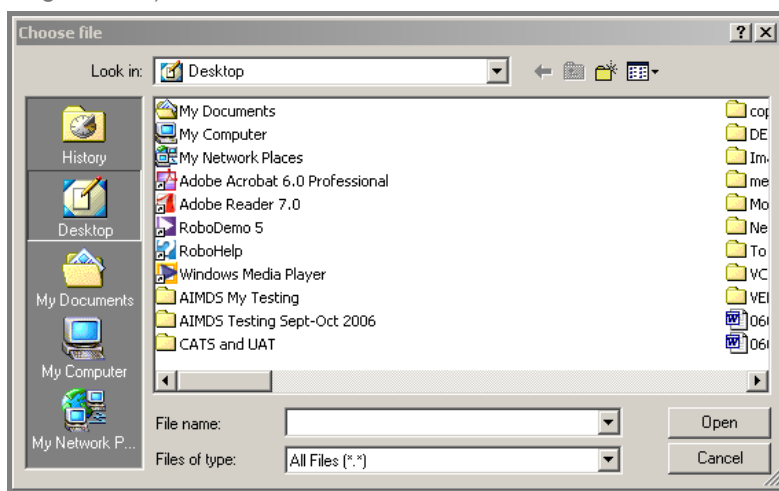


Figure 3.11 Choose file dialogue box

- 7 Locate and select the Student Import file and left click to **[Open]**.
- 8 Left click on the **[Import]** button. If the import is successful, the **School View** window will appear and the process will be complete. If the import is unsuccessful, the **File Download** dialogue box will appear (see Figure 3.12) and a log file will be produced describing the reason for the import failing.

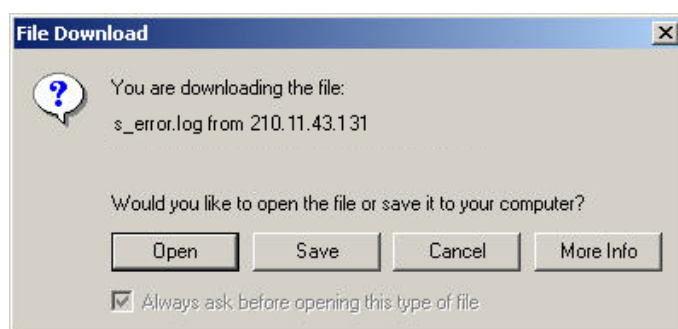


Figure 3.12 File Download dialogue box

- 9 Left click on the **[Open]** button. The log file will be opened. Figure 3.13 shows a sample error log file.

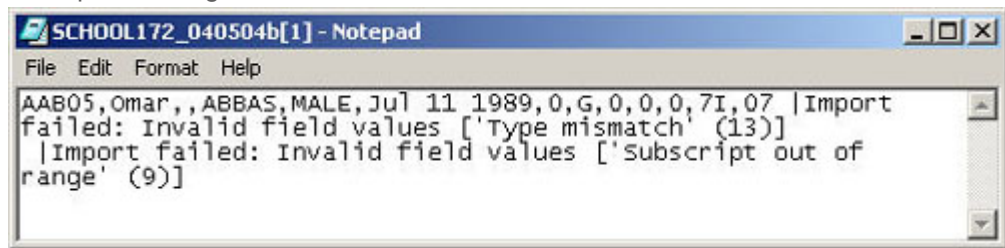


Figure 3.13 Sample error log file

- 10 Rectify errors in the student import file.

If Student Details Import fails, the file format may be wrong. Common reasons are:

- the file is not saved in comma delimited (CSV) format
- there are fields missing
- there are fields in the wrong order
- field lengths are wrong
- data formats of fields are wrong.
- Columns still have their headings

- 11 Re-try the Student Details Import process.

Note: To confirm that student details have been correctly imported, return to the **Student Tracking** menu, select **Student** and then perform a search on the imported student data. (See the 'Students' folder in the online help files.)

Format for Student Details Import file

Field	In the field...	Enter this information...	Mandatory?
1	Student Code	This is the unique student identifier	Yes
2	First Name	Student's first name	Yes
3	Middle Name	Student's middle name. If empty then you must still include the comma, e.g. John Anderson would be ,John,,Anderson,	No
4	Surname	Student's surname	Yes
5	Gender	MALE for male and FEMAL for females Will also accept M, MALE, F , FEMALE values	Yes
6	Date of Birth	Student's birth date in: MMM dd yyyy format, e.g. Apr 3 1994 Or dd/mm/yyyy format, e.g. 24/03/1994 (Ensure PC is in Australian or United Kingdom date setting to ensure date and month are not switched around inadvertently)	Yes
7	LBOTE Language Background Other Than English	1 if the student has a language background other than English, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
8	ATSI Aboriginal or Torres Strait Islander	1 if the student is an Aboriginal or Torres Strait Islander, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
9	Disability	1 if the student has a disability, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
10	EMA Education Maintenance Allowance	1 if the student is receiving the Education Maintenance Allowance, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
11	ESL English as a Second Language	1 if English is the student's second language, 0 if not Will also accept Y, Yes, T, True for 1 Will also accept N, No, F, False for 0	Yes
12	Home Group	Student's home group. If empty then you must still include the comma	No
13	Year Level	Can be as 7, 8, 9 etc or with leading zeros, i.e. 07, 08, 09 etc	Yes

3.2 Creating Users

When creating user accounts for teachers on the School Server, the Login ID must be unique. One suggestion is to use DEECD Employee Number or PIN codes as this is something that teachers will easily remember. The password may be set as 'password' in the first instance and then teachers should be advised to change their password when they first log in.

Users can be assigned either a 'Teacher' role or a 'School Administrator' role or both as required. The School Administrator has additional administrative functions such as setting up and maintaining student details and other user accounts. It is advised that there are at least two School Administrators at a school.

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 3.14).

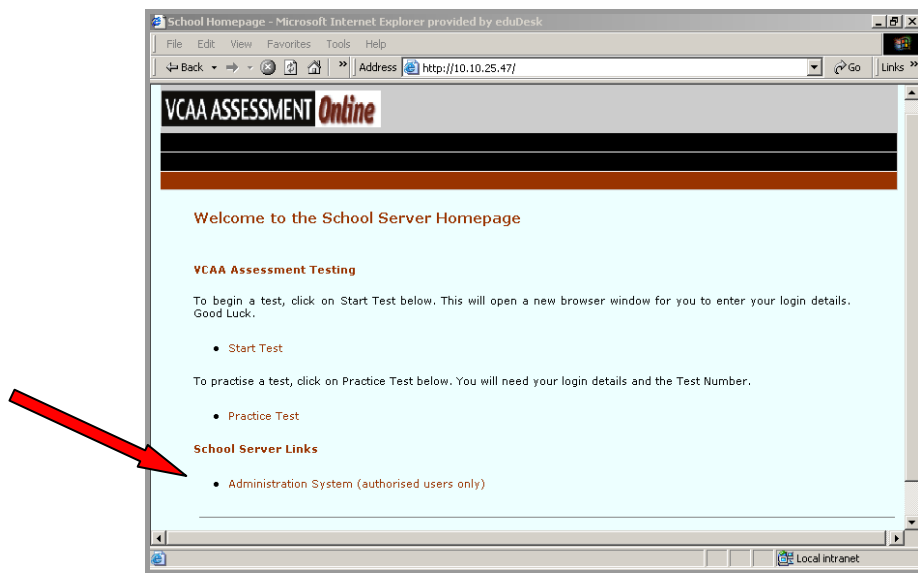


Figure 3.14 VCAA Assessment Online home page

- 2 From the **Home** menu, select **Security**, then select **Users**. A **Search** window will appear with a **[New]** button (see Figure 3.15).

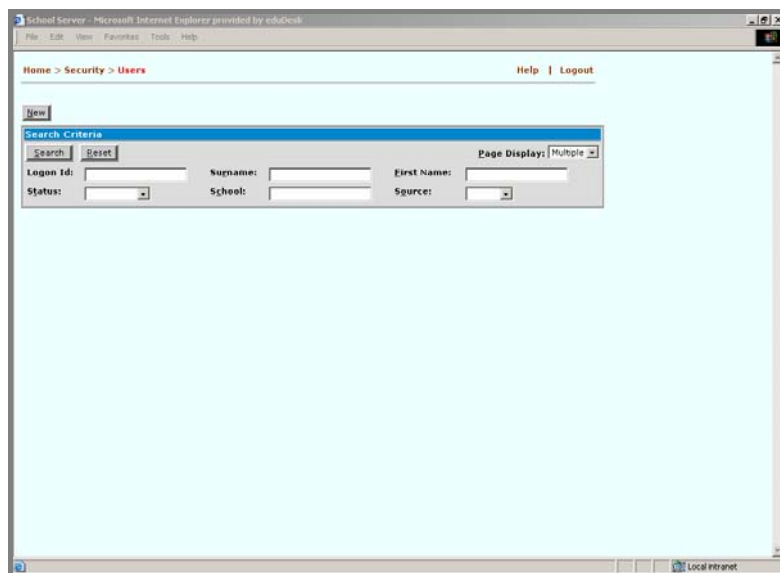



Figure 3.15 Users Search window

- 3 Left click on the **[New]** button. This will open the **User Edit** window (see Figure 3.16).

The screenshot shows a web browser window titled 'School Server - Microsoft Internet Explorer provided by eduDesk'. The address bar shows 'Home > Security > Users > New'. The main content area displays the 'User Edit' form. The form has a title bar with 'OK', 'Apply', and 'Cancel' buttons. Below the title bar, there are input fields for 'Logon Id:', 'First Name:', 'Middle Name:', 'Surname:', 'Source:', 'Password:', 'Confirm Password:', and 'School:'. The 'Status' is set to 'Active'. There are also buttons for 'Add' and 'Remove' under the 'Role' section. The 'School' field has a dropdown arrow. The 'Password' and 'Confirm Password' fields have a strength indicator icon. The 'Logon Id' field is highlighted.

Figure 3.16 User Edit window

- 4 Enter the following information to create a new user.

Field...	Information...
Logon Id	User ID
First Name	User's first name
Middle Name	User's middle name (optional)
Surname	User's family name
Source	Always select 'School' from dropdown list
Password	User's password (mandatory when creating a user)
Confirm Password	User's password (mandatory when creating a user)
School	Click on the  button to open the School Search window. Click on the [Search] button to display and select your school.
Role	Click the Roles tab, then [Add] to enter roles. Multiple roles can be selected by clicking on the [Add] button again.

- 5 Left click on the **[OK]** button to return to the Users Search and Results window.
- 6 Perform a search from the User Search window to confirm that the user has been successfully created.

- 7 Notify the user of their account details and advise them to change their password when they log in.

3.3 Resetting Users

Reactivating a user allows the user to access the VCAA Assessment Online system after a period of not being authorised to, or if the user is locked out after exceeding the maximum number of login attempts. Note: As a security measure, the system allows three attempts at logging in before a user is deactivated.

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 3.17).

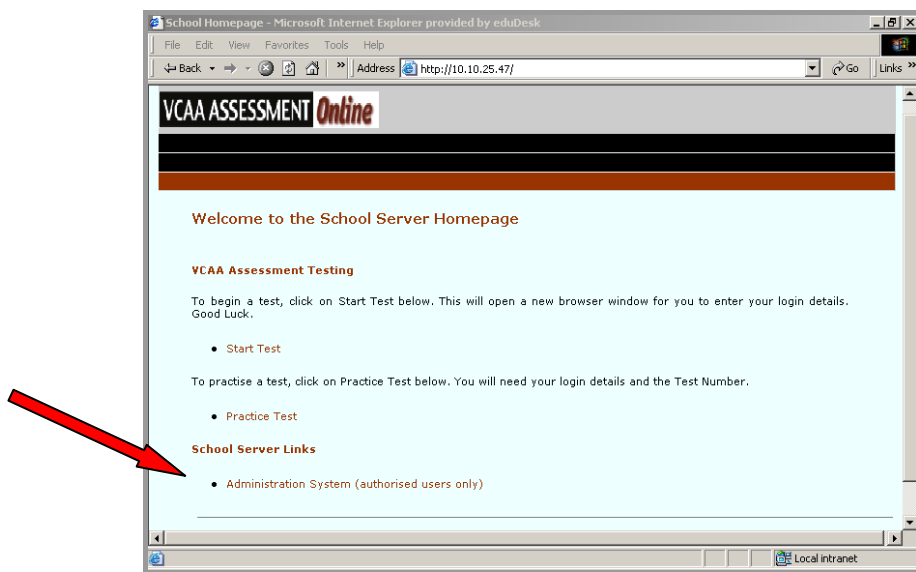


Figure 3.17 VCAA Assessment Online home page

- 2 From the **Home** menu, select **Security**, then select **Users**. A **Search** window will appear (see Figure 3.18).

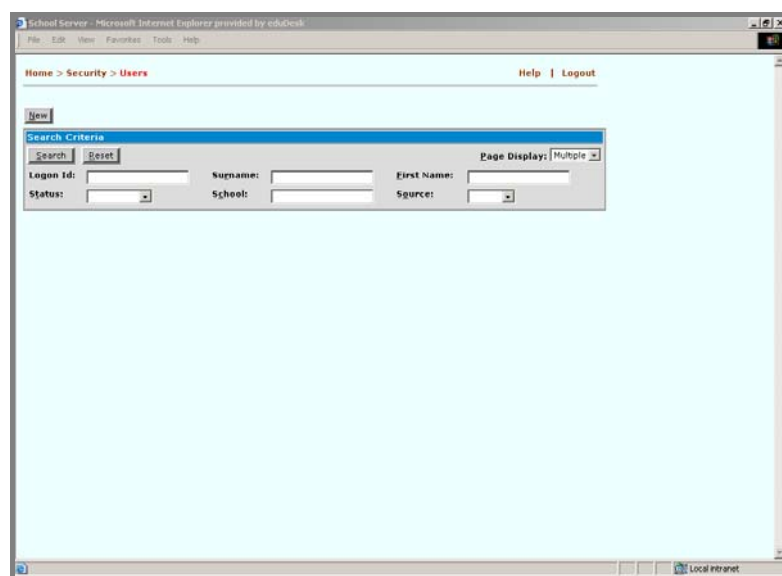


Figure 3.18 Users Search window

- 3 Enter details in the Search Criteria window and then left click on the **[Search]** button. This should display a result list of matches to your search criteria (see Figure 3.19).

If the result list does not list the user you are searching for, left click on the **[Reset]** button and try the search again.

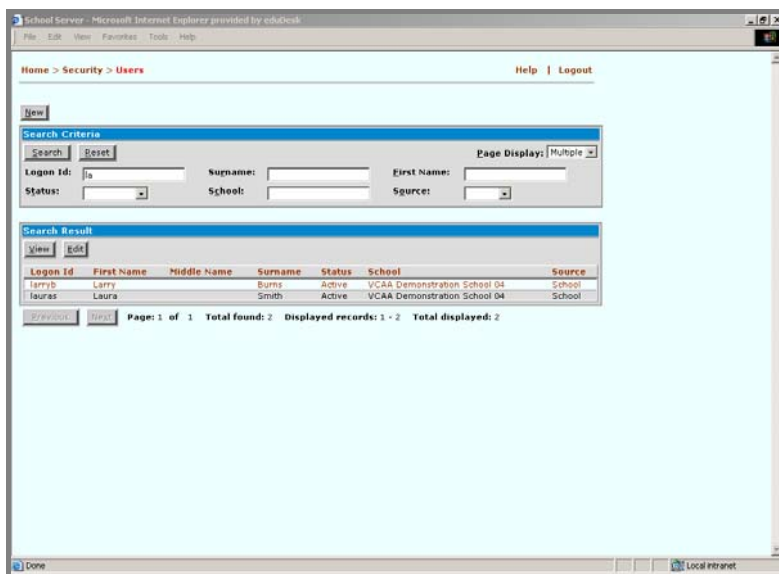


Figure 3.19 Users Search Result list

- When you have located the user, select by clicking onto the row to highlight that user and left click on the **[View]** button (see Figure 3.19). This will display the **User View** window (see Figure 3.20).

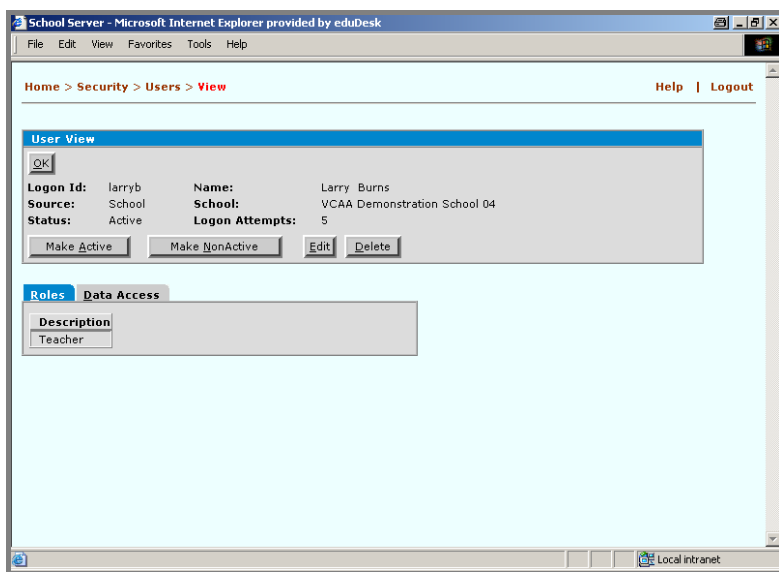


Figure 3.20 User View window.

- You will note the number of **Logon Attempts** will be a number greater than 3. Left click on the **[Make Active]** button to reset the user (see Figure 3.20). The **Logon Attempts** will update to 0 and the user has been re-activated.

Section 4

The School Server (Part 2)

The Teacher Role

There are two main roles used by the On Demand Testing program. They are the Teacher role and the School Administrator role. The basic difference between the two is that the School Administrator has added functions, such as maintaining student data and users of the system. Both roles can set up test sessions and view reports on student test results. You may wish to allocate one or two users at the school with the School Administrator role and have all other users with the Teacher role.

*Note: School Administrators need to assign a **Teacher role** to their login to create **new** classes.*

4.1 Logging On

- 1 Open Internet Explorer.
- 2 Enter the School Server IP address in the Address field and press the **<Enter>**. The School Server home page will appear (see Figure 4.1).

The School Server IP address can be placed as a favourite or a link on the school's intranet for easy access by students and teachers.

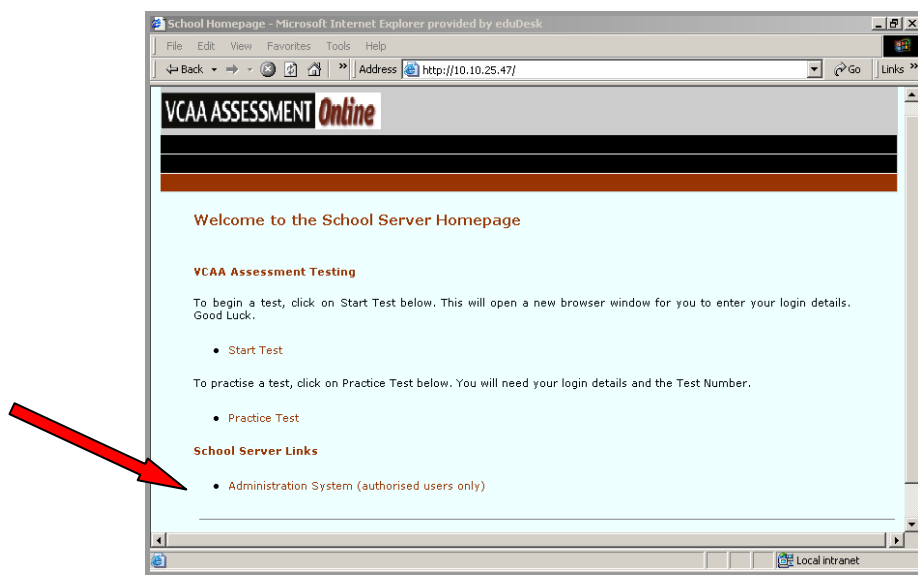


Figure 4.1 School Server homepage

- 3 Left click on the link for the **Administration System (authorised users only)** and the Login window will appear (see Figure 4.2).

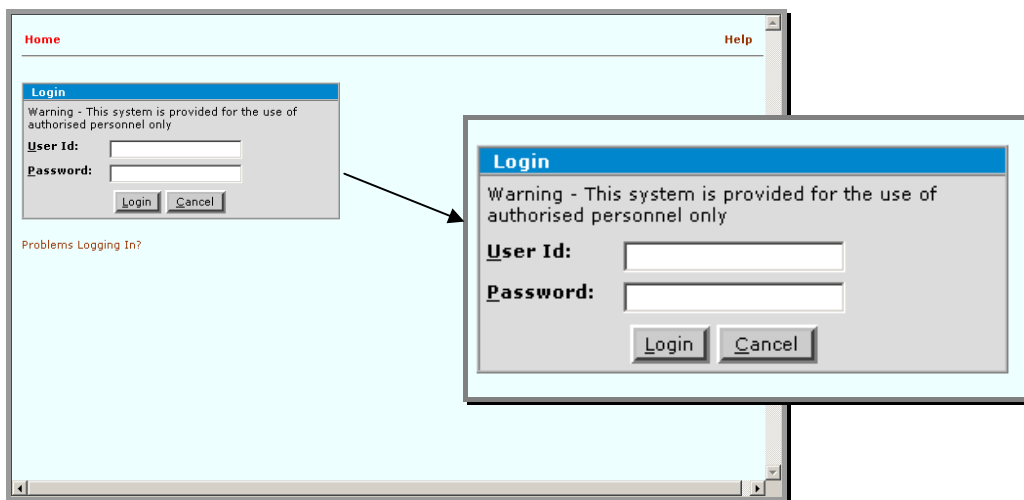


Figure 4.2 Login window

- 4 Enter the User ID and Password supplied, for accessing the Administration System, and left click on the **[Login]** button to display the **Home menu** (see Figure 4.3).

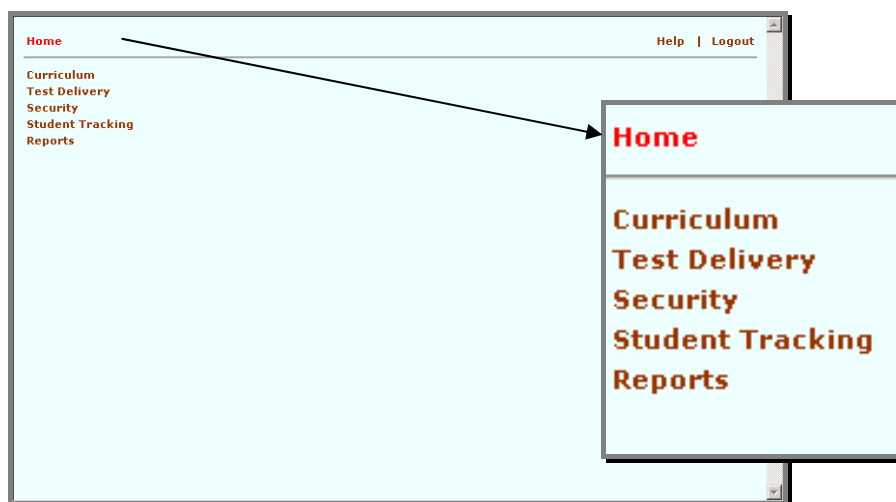


Figure 4.3 Home menu for the Teacher Role

4.2 Creating a Test Session

- 1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link.
- 2 From the **Home** menu, select **Test Delivery**, then select **Public**. The **Test Search** window will appear (see Figure 4.4).

Figure 4.4 Test Search window

- 3 From the **Test Search** window you can narrow down your search by:
 - a. Selecting a **Domain** menu, and/or
 - b. Selecting or entering other criteria in the **Selection Criteria** section, such as, Year Level or Test Flow.
- 4 When you have made a selection, left click on the **[Search]** button. A **Search Result list** will appear with a list of tests (see Figure 4.5).

Test Number	Description	Test Flow	Domain	Progress Test	Year Level	Number of Questions	Raw Score of Score Displayed	Raw Score by Dimension Displayed
2025	Mathematics 107: Number, Year 5/6	Linear	Mathematics	<input type="checkbox"/>	06	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2029	English 109: Spelling, Year 4/5/6	Linear	English	<input type="checkbox"/>	04	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2055	English 100: Reading, Year 5/6	Linear	English	<input type="checkbox"/>	05	22	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 4.5 Test Search Results list

*Note: If no tests appear in the Search Result list, then there are no tests that match the criteria you have selected. The search criteria you have entered may be too narrow. Left click on the **[Reset]** button to start a new search.*

If you do not select a domain or make a selection from the Selection Criteria section, then the Search Result list will display all tests that have been downloaded to the school server at your school.

- 5 From the Result List, left click to highlight the test you require and then left click on the **[Sessions]** button, as shown in Figure 4.5. A **Test Sessions Search** window will appear (see Figure 4.6).

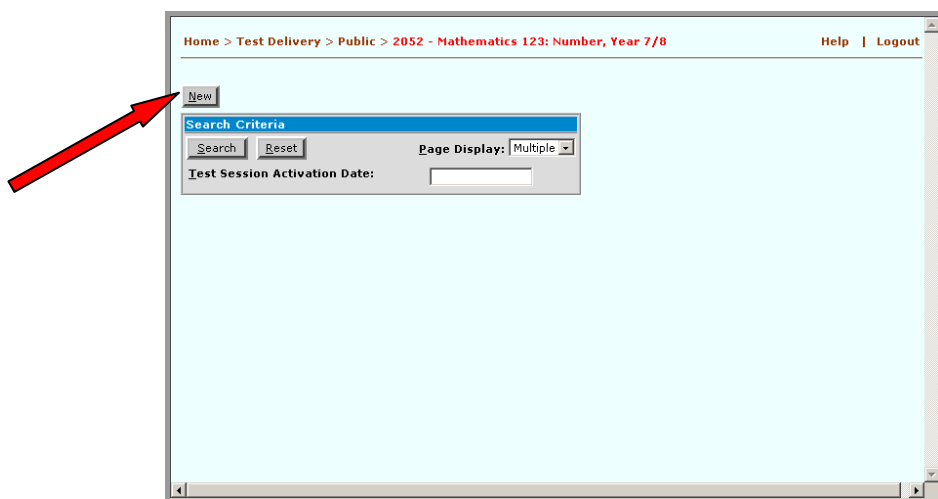


Figure 4.6 Test Sessions Search window

- 6 Left click on the **[New]** button as shown in Figure 4.6. The **Test Session Edit** window will appear (see Figure 4.7).

The **Activation Date*** and **Activation Time*** displayed in the Test Session Edit window will default to the current date and time. Edit this if desired, then enter the **Key Life (hrs)*** and click on the **[Apply]** button.

*For Linear tests only, **Test Session Length (mins)** should be entered to control how long the students will have for their test.*

Figure 4.7 Test Session Edit window

- 7 Note down the session key displayed in the message box (see Figure 4.8) and left click on the **[OK]** button to close the message box. This session key is to be given to the students for logging into the test.

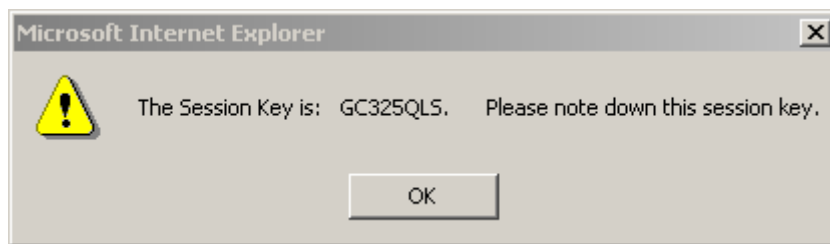


Figure 4.8 Message box

- 8 Left click on the **[Cancel]** button in the Test Session Edit window (see Figure 4.7) to return to the previous screen. You will be presented with a list of all Session Keys for this test including the one you have just created (see Figure 4.9).

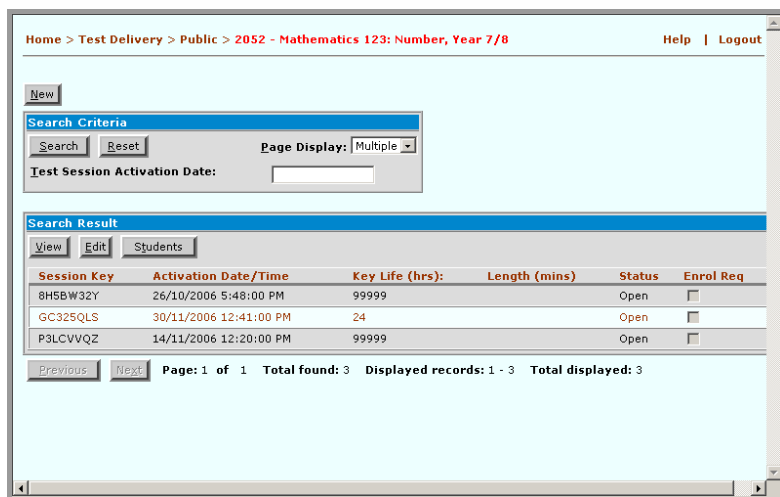


Figure 4.9 Session Key list

NOTE: Session Keys that have expired can be reactivated by editing the key life, date or time. This will replace the expired Session Key with a new one.)

4.3 Logging into a test

- 1 Students should be advised to open an Internet Explorer window and go to the **School Server homepage** (see Figure 4.10).

For quick access it is a good idea to have the School Server homepage saved as a favourite or a shortcut on the desk top of each work station.

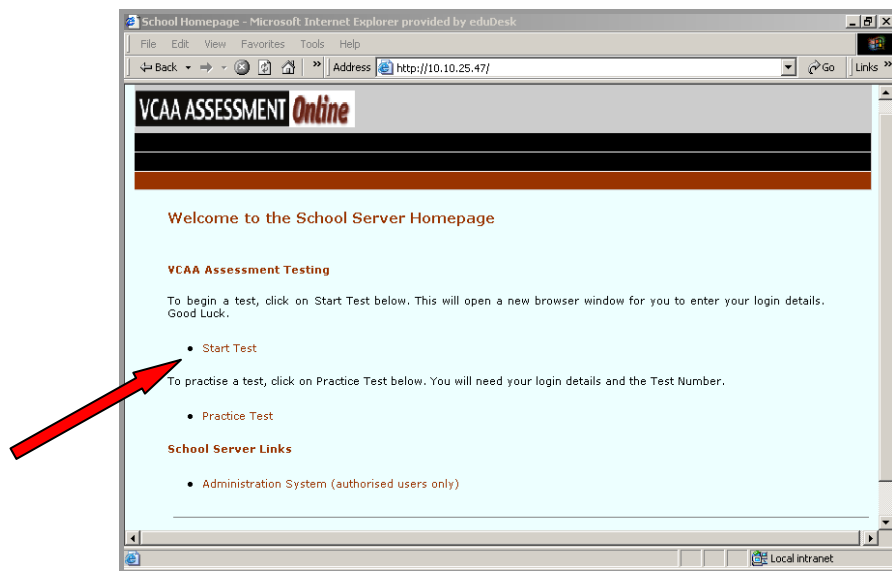


Figure 4.10 School Server home page

- 2 Students should left click on the **Start Test** link.
- 3 You will need to provide the students with the **Session Key** that you have created for the test you wish to administer - from the section on 'Creating a Test Session'.

Other information that students will need in order to log in and complete the test is their **Student Code** and their **Day** and **Month of Birth** (see Figure 4.11). *For Government schools, the Student Code is the student's CASES ID.*

Figure 4.11 Student login screen

- 4 Once they have entered the required details, the student should left click on the **[Login]** button. The student's details will be displayed and the student will need to confirm that this is correct before proceeding with the test (see Figure 4.12).

Figure 4.12 Student confirmation screen

Problems starting the test?

- Check pop-up blockers are disabled.
- Check that ActiveX controls are enabled.
- If using Windows XP with Service Pack 2, check that additional set up has been completed. Refer to the helpdesk for advice on this.

4.4 Completing a Linear Test

Things to know about Linear Tests:

- A linear test is a test which has a set number of questions. Each student sees the same set of questions and they are presented to every student in the same order.
- When students sit a linear test, they will have a **[Next Question]**, **[Previous Question]**, and a **[Summary List]** button from which they can navigate their way through the test (see Figure 4.13).
- A score can be displayed to the student at the end of the test if this option has been selected when the Session Key was created (see the Online help pages for further details).

Here are the credit card accounts for four people.

Andrew	~\$135
Bev	~\$123
Carl	~\$150
Diane	~\$126

Which person owes the least amount of money on their credit card account?

[Click on the correct answer.](#)

A. ☐ Andrew B. ☐ Bev C. ☐ Carl D. ☐ Diane

Question No: 5 [Previous Question](#) [Summary List](#) [Next Question](#) VCAA Ref: 18210

Figure 4.13 Linear Test view

4.5 Completing an Adaptive Test

Things to know about Adaptive Tests:

- An adaptive test is a test of a student's ability. Each student is presented with a set of questions and depending on how they answer the questions, the next set of questions they are presented with will be of either a higher or a lower level of difficulty. As the student progresses through the test they will be presented with a unique variety of questions to suit their ability.
- Due to the nature of adaptive tests, it is NOT possible to go back to previous questions to change or review responses. Students can only move forward to the next question (see Figure 4.14).

- Each question is timed. A warning is presented on the screen 10 seconds before the time expires (see Figure 4.14).
- If a student skips a question or the question times out before they have given a response, then that question will be marked as incorrect.

On his way home from school Greg saw this sign in the milk bar.

Can you help us?

We are going for a holiday to Sandy Bay and we need someone to look after our dog Ralph.

Please come to 33 Station Street if you would like to help.

Sylvia Moreno

Who is asking for help?

[Click on the correct answer.](#)

A. ☐ Greg
 B. ☐ Sandy
 C. ☐ Ralph
 D. ☐ Sylvia

Give your answer now.

Next Question

Question No: 21

Give your answer now.

Next Question

VCAA Ref. 16903

Figure 4.14 Adaptive test view

4.6 Interrupting a test

Tests can be temporarily or permanently stopped by teachers if required. To do this:

- 1 On the student's workstation as they are sitting the test, press the <Ctrl> and <K> keys on the key board at the same time.
- 2 An administration login window will appear (see Figure 4.15). Enter your own administrator or teacher username and password in the fields and left click on the [Login] button.

Login Fields marked by * are mandatory.

Warning - This system is provided for the use of authorised personnel only

User Id*:

Password*:

Login

Figure 4.15 Administration Login page for interrupting tests

3 The **Student Test Administration** window will appear (see Figure 4.16) where you can make one of the following selections:

- **[Pause]** – will temporarily pause the test and any associated timers. The student can click on the **[Continue]** button on the screen when they return, to resume from the last question they were at.
- **[End Test]** – will end the test and save all responses that the student has competed up to this point.

Note: It is recommended that the **END TEST** feature is **NOT** used for **Adaptive tests**. Students need to complete all questions of an Adaptive test in order to generate a valid score.

- **[Cancel Session]** – will end the session but will **NOT** save any of the responses that the student has completed. Students can login to the **same test** at a later date using the **same session key**.

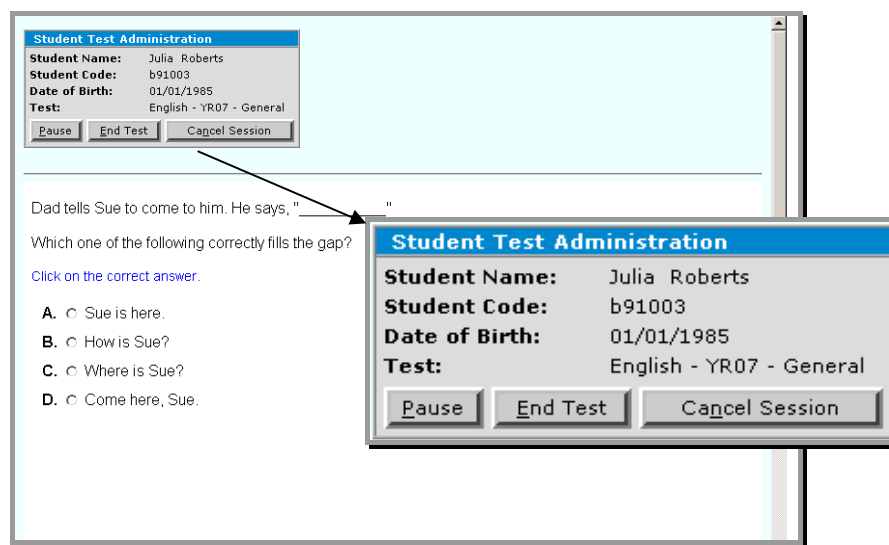


Figure 4.16 Student Test Administration window

4.7 Generating Reports

It is possible to generate reports immediately after students have completed tests.

1 Open Internet Explorer and log into the School Server homepage via the **Administration System (authorised users only)** link (see Figure 4.17).

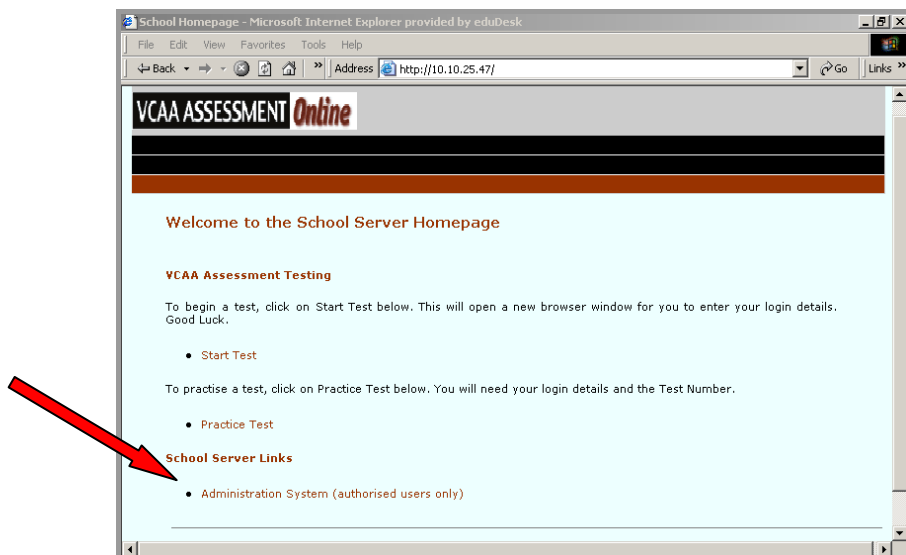


Figure 4.17 VCAA Assessment Online home page

- 2 From the **Home** menu, left click on the **Reports** menu. This will open a **Reports Parameter** screen in a new window (see Figure 4.18). *You can choose to maximise this window if required.*

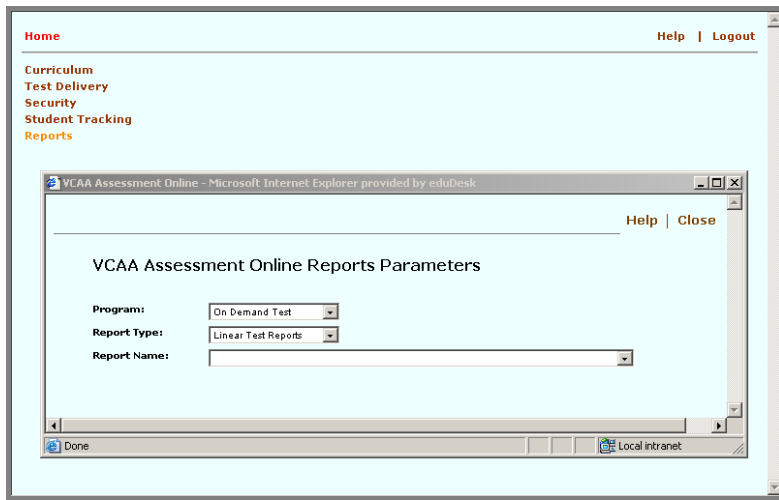


Figure 4.18 Report Parameters window

- 3 Select the **Report Type** depending on the type of test you wish to view results for - Linear or Adaptive (see Figure 4.19).

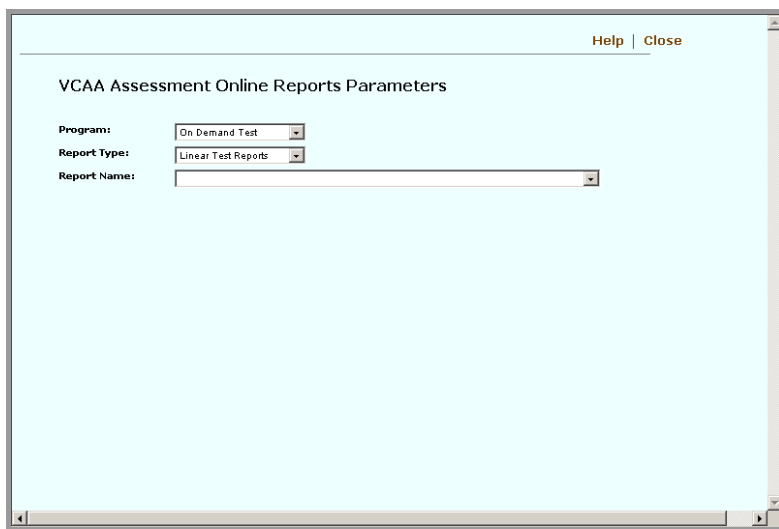


Figure 4.19 Maximized Report Parameters window

- 4 Select a **Report Name** from the list (see Figure 4.19). This will display a Selection Criteria window (see Figure 4.20).

A screenshot of the 'Selection Criteria' window. The title bar says 'Selection Criteria' and 'Fields marked by * are mandatory'. There is a 'Clear' button at the top left. The form contains several fields: 'Test Number *' (text input), 'Year Level' (dropdown), 'Home Group' (dropdown), 'Test Description' (text input), 'Class Code' (text input), 'Student Name' (dropdown), 'Date From' (text input with a calendar icon), and 'Date To' (text input with a calendar icon). Below these fields are three groups of radio buttons: the first group has 'All', 'Girls', and 'Boys'; the second group has 'All', 'LBOTE', and 'Not LBOTE'; the third group has 'All', 'ATSI', and 'Not ATSI'.

Figure 4.20 Selection Criteria window

- 5 Enter the Test Number then either press the **[Enter]** key on your keyboard or left mouse click to enable the other options for selection (see Figure 4.20).
- 6 Make further selections from the **Selection Criteria** options to narrow down to the data and result you wish to view. For instance, you may want to run the report for a particular Home Group, Year Level or date (see Figure 4.21).

Figure 4.21 Selection Criteria window with parameters selected

- 7 Left click on the **[Preview Report]** button. The Report page will open in a new window (see Figure 4.22).

Standard Level	Student Name	Student ID	Test Date	Number of Questions	% Correct	Total Score
4	Barney Rubble	002	20/11/2006 11:29:11 AM	7	71.4	17
5	Bert Simpson	B91004	20/10/2006 5:52:50 PM	7	100.0	15
6	Elvis Presley	B91006	20/10/2006 6:05:59 PM	7	42.9	9
4	Fred Flintstone	B91001	20/10/2006 5:50:41 PM	7	0	4
5	Hylen Minogue	B91010	21/11/2006 11:47:57 AM	7	100.0	25
6	Marilyn Monroe	B91012	21/11/2006 11:51:55 AM	7	100.0	22
4	Mickey Mouse	B91007	21/11/2006 11:31:49 AM	7	100.0	20
5	Nichole Kidman	B91009	21/11/2006 11:38:57 AM	7	85.7	19
6	Oprah Winfrey	B91011	21/11/2006 11:50:00 AM	7	100.0	22
4	Santa Clause	B91008	21/11/2006 11:33:47 AM	7	100.0	20
5	Tom Cruise	B91005	20/10/2006 6:01:40 PM	7	71.4	11
Average						16.7/25

Figure 4.22 Preview Report window

- 8 To print reports, left click on the **Print** link to open a Print Dialogue box. You may need to change the print orientation to Landscape. The **Print** link can be found in the top right corner of the Preview Report window (see Figure 4.22).
- 9 Reports can also be exported into a Word document. Left click on the **Export** link. The **Export** link can be found in the top right corner of the Preview Report window (see Figure 4.22).
- 10 When you have finished, left click on the **Close** link to close the report page before you select another report to preview. The **Close** link can be found in the top right corner of the Preview Report window (see Figure 4.22).

FREQUENTLY ASKED QUESTIONS

*To check the version of **On Demand** currently on the school server*

- Bring up the School Server login page but don't login. Click on the link below the login box **problems logging in?** The version is in the top right hand corner of the following page. Build 92, Version 2.31.0 is the current version.

*Can't see the **NEW** button when trying to setup new classes?*

- The School Administrator login has only being assigned an administrator role. The teacher role must be assigned to the login as well.

Login to the On Demand school server using your administrator login. Follow the menu path: **Security > Users** and click on the search button to find your login. **Highlight** your login and click on **View**. Then click on **Edit**. In the **Role** box click on **Add** in the **Second pull down menu**, select the **Teacher** role. Now you have 2 roles assigned to the login. Click on **Apply** and **OK**.

Problems generating reports?

- If you cannot display the Report Parameters window or the Preview Report window, you may need to check that **pop-up blockers** have been disabled for this site. Refer to pages 35-44 on disabling pop-ups.

Problems logging in to the test?

- There are several places to turn off the pop-up blockers; the tool bars at the top of the page and Tools >> Internet Options. Refer to the following pages if you require assistance with this.
- If using Windows XP, SP2, ActiveX components need to be installed to allow the IE windows to open to a full screen. A link can be found when clicking on the *Start Test* link on the front page of the School Server homepage 'Some required setting on this machine is missing' [Click Here to Update the Setting on this Computer](#).

During the test, a dialog box appears saying 'Do you want to allow this webpage to access your clipboard?'

- IE7 will ask the user every time it copies or clears the clipboard. In IE7 click on **Tools >Internet Options >Security >Custom Level >Scripting >(Set) Allow Programmatic Clipboard Access (...to Disable)**

How to Enable/Disable Popular Pop-up Blockers

This document was written for the AIM Data Service but can be used for any site

The pop-up blocker program is a part of Windows XP, Internet Explorer, a third-party add-on program, or even from installed anti-virus software such as Norton Antivirus/Personal Firewall.

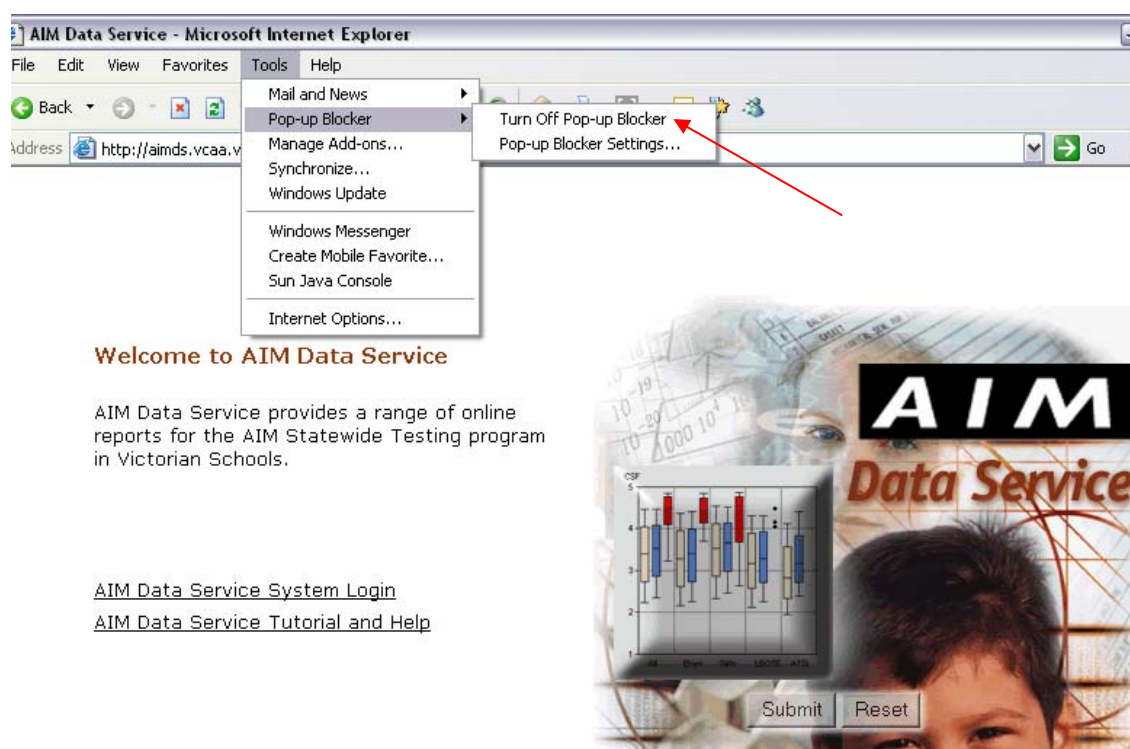
With hundreds of pop-up blocker softwares in the market today, it is impossible to provide all instructions on how to enable/disable this 'sometimes-annoying' feature. Please refer to your pop-up blocker software's manual for more information.

The instructions are below on how to disable blocking on some popular Pop-up blockers.

1. Microsoft XP Service Pack 2

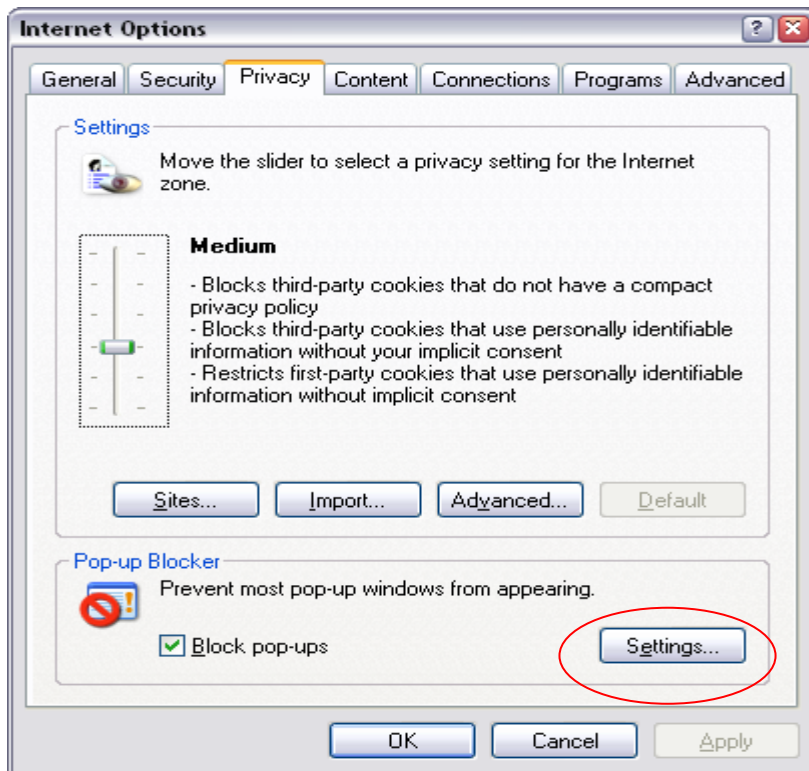
To temporarily disable the pop-up blocker when accessing a site, select Tools > Pop-up Blocker menu and click on "Turn Off Pop-up Blocker". Once you finished visiting the site, you can turn it on to enable your pop-up blocker program.

Tip: You can press and hold Ctrl key while clicking on the link without the need to turn off the pop-up blocker.

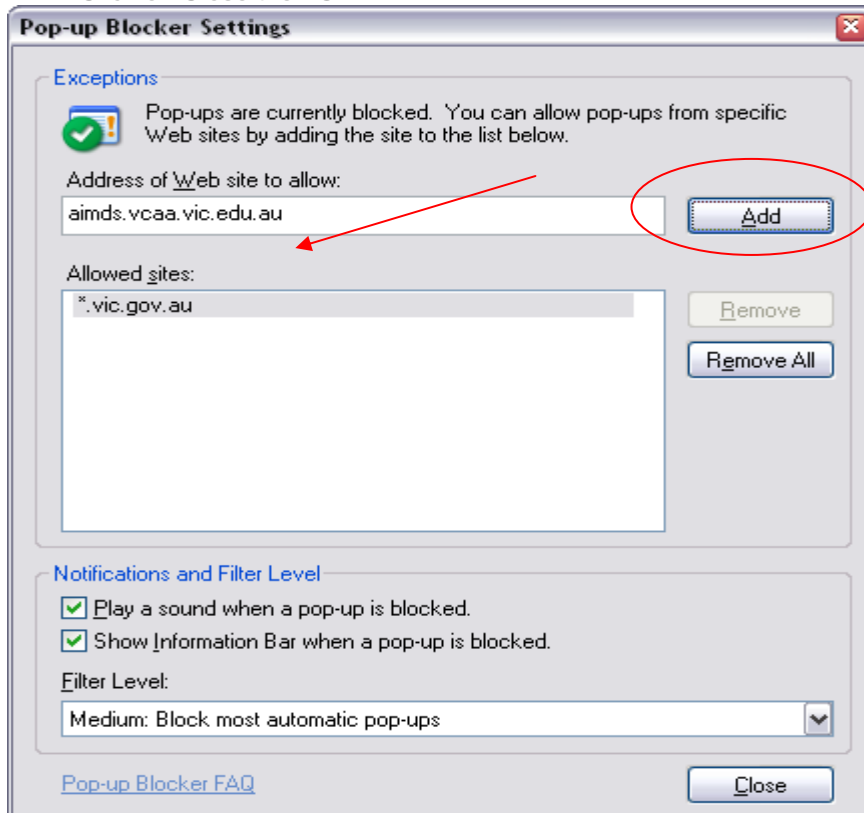


To permanently disable the pop-up blocker for the web site:

- Open Internet Explorer
- Click on **Tools > Internet Options...** and select Privacy tab

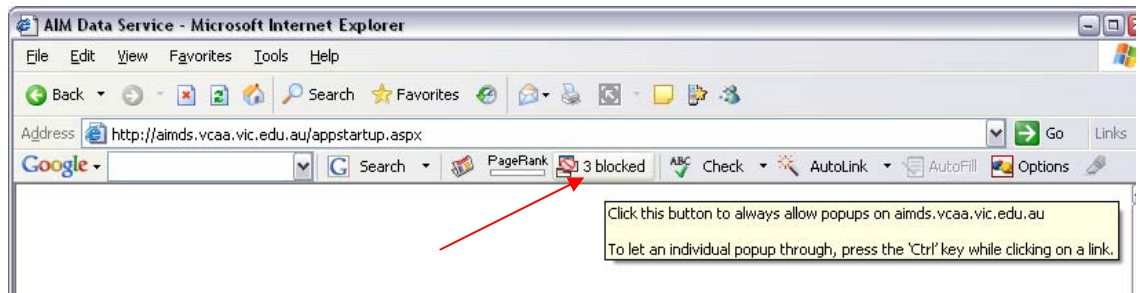


- Click on the “Settings...” button
- Enter “10.**.**.36” in the box under “Address of Web site to allow” Your school server IP address
- Click on “Add” button
- The URL address “10.**.**.36” should be displayed in the “Allowed sites” box
- Click on Close then OK



2. Google toolbar Pop-up blocker

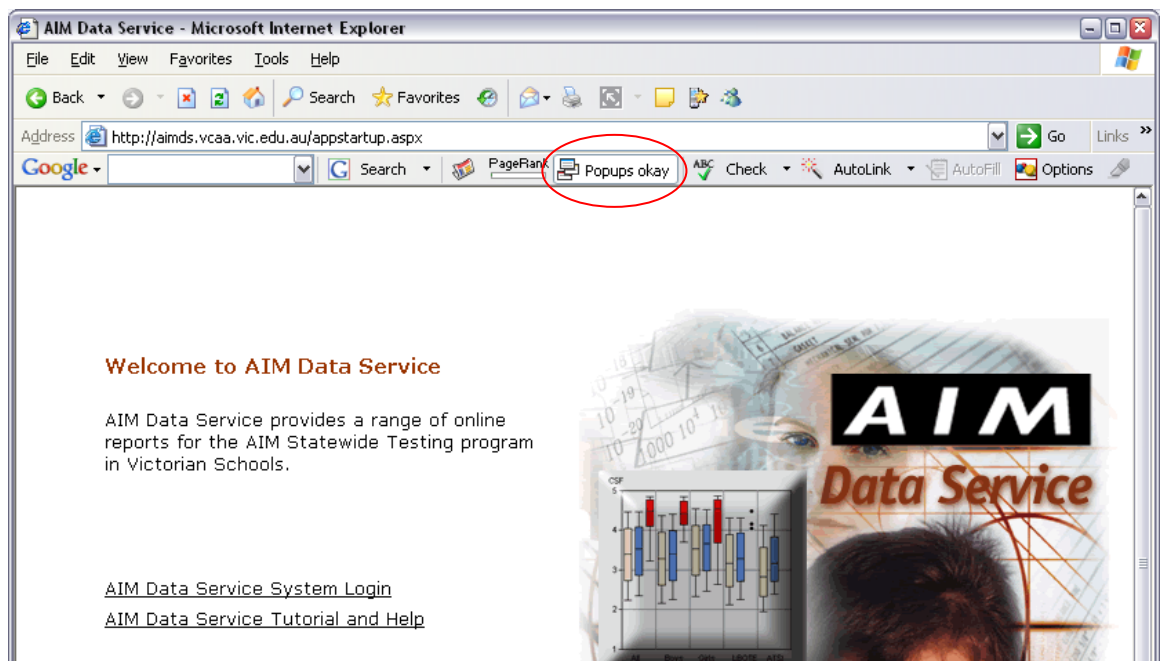
If you have installed Google toolbar for Internet Explorer, the Google toolbar will appear as below.



Click on the “# blocked” button. The button will change to “Pop ups okay”. Now you can click on the link to access web page. Once you have finished visiting the site, you can turn it on to enable your pop-up blocker program.

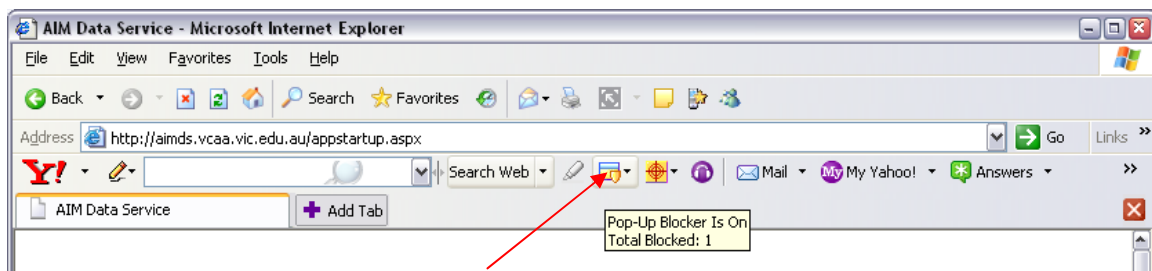
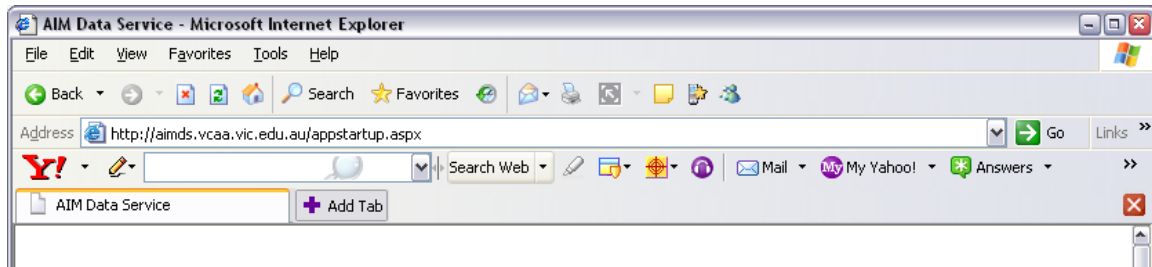
Note: Depending on installed version, Google toolbar might be different from the above description but the concept is the same. For more information about Google Pop-up Blocker settings, visit:

<http://www.google.com/support/toolbar/>

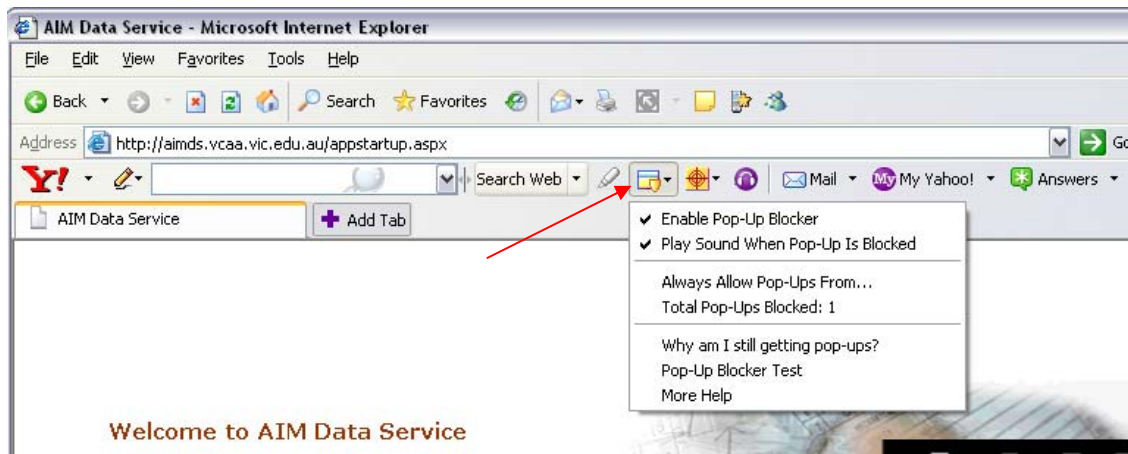


3. Yahoo toolbar Pop-up blocker

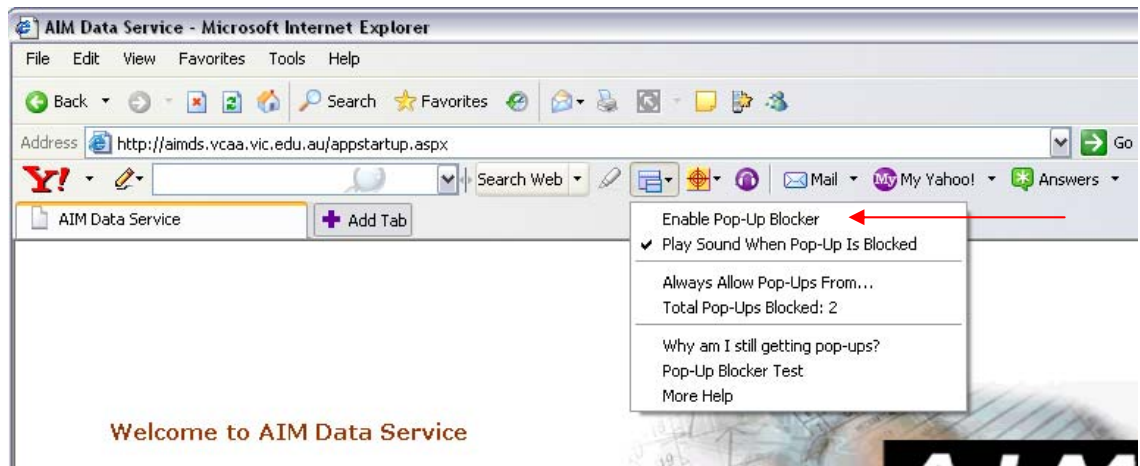
If you have installed Yahoo toolbar for Internet Explorer, the Yahoo toolbar will appear as below.



Click the "Pop-up Blocker" button to display the dropdown menu.



Turn off the Pop-up Blocker by clicking on "Enable Pop-Up Blocker". The Tick will disappear.



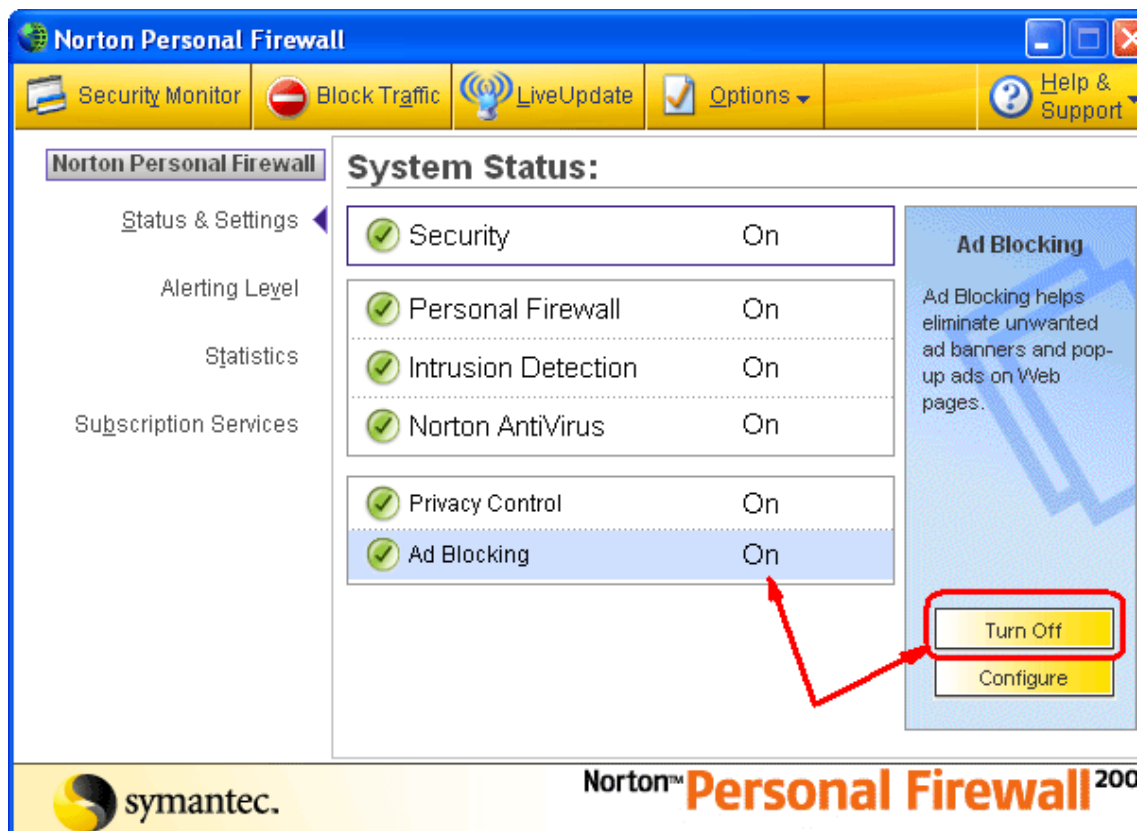
Click on the link to access the login web pages. Once you have finished visiting the site, you can turn your Yahoo pop-up blocker program by clicking on Enable Pop-Up Blocker. Tick mark will re-appear to indicate it is enabled.

For more information about Yahoo toolbar, visit:

<http://help.yahoo.com//us/yahoo/toolbar/>

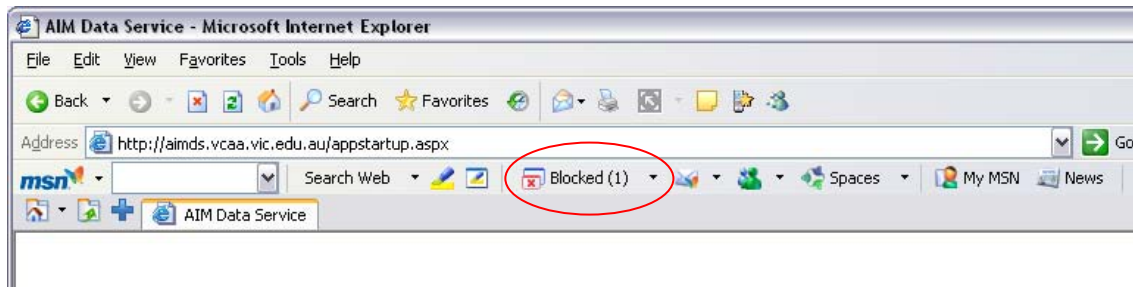
4. Norton Internet Security / Personal Firewall / Symantec Firewall

- Open Norton Internet Security/Person Firewall main window by clicking Start > Programs > Norton Firewall
- Select the “Ad Blocking” line. The line should be highlighted.
- Then click “Turn Off” button
- Open Internet Explorer and try to access to the web site as normal

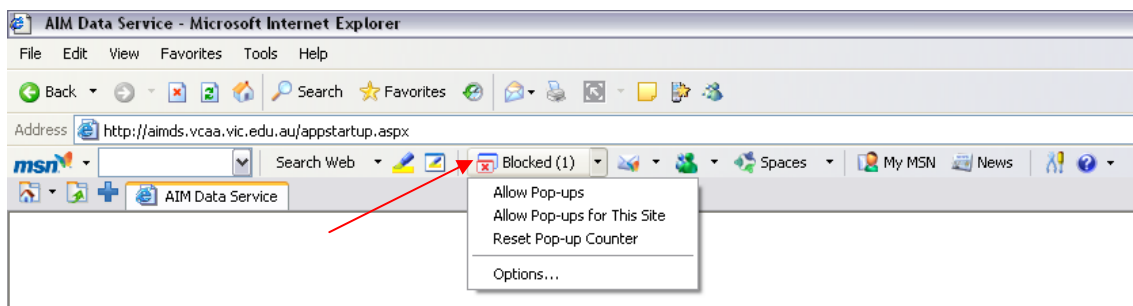


5. MSN Search Toolbar Pop-up Blocker

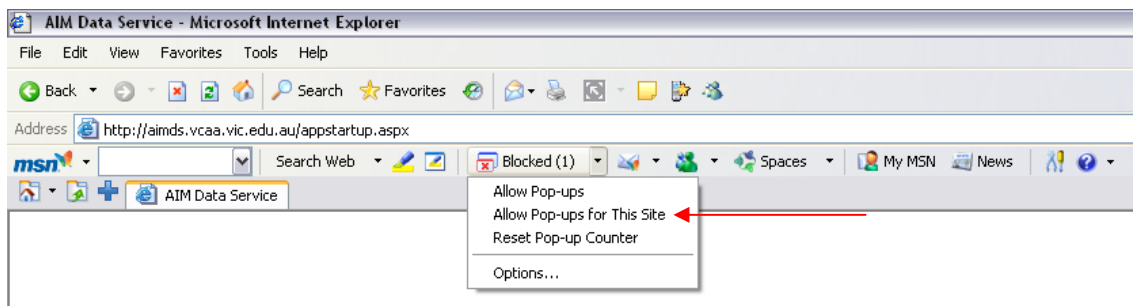
If you have installed MSN Search Toolbar for Internet Explorer, the MSN Search Toolbar will appear as below.



Click the “Pop-up Blocker” button to display the drop down menu.



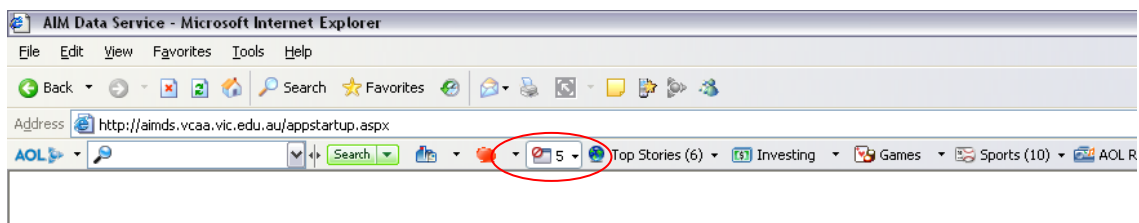
Select “Allow Pop-ups for This Site” to turn off the pop-up blocking for the web site.



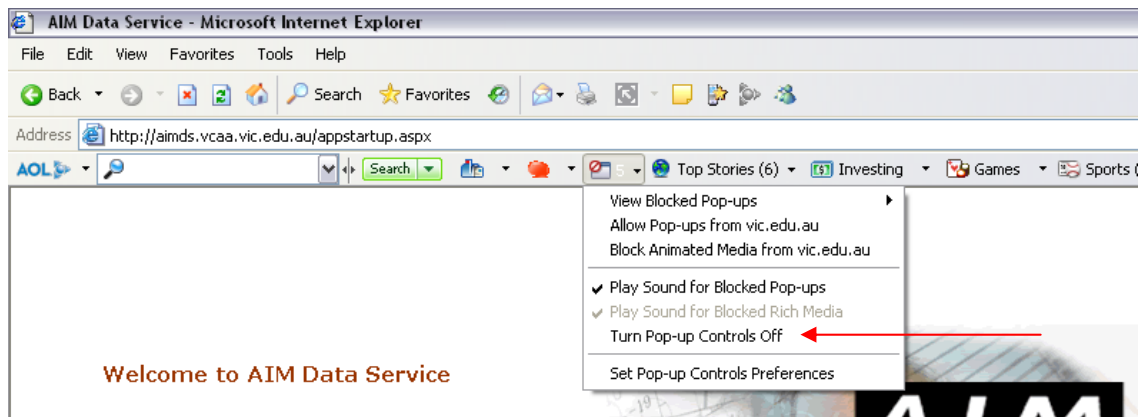
Click the “OK” button in the confirmation window. Then click on the “Login” link to access the web page.

6. AOL Toolbar Pop-up Blocker

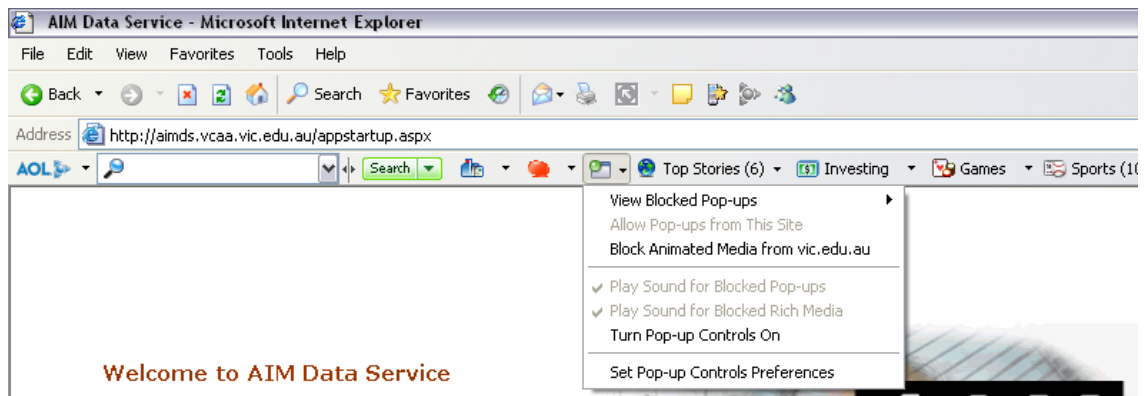
If you have installed AOL Toolbar for Internet Explorer, the AOL Toolbar will appear as below.



Click on the “Pop-up Blocker” button to display the drop down menu.



Select “Turn Pop-up Controls Off” to disable the pop-up blocking feature. The menu label should change to “Turn Pop-up Controls On”.

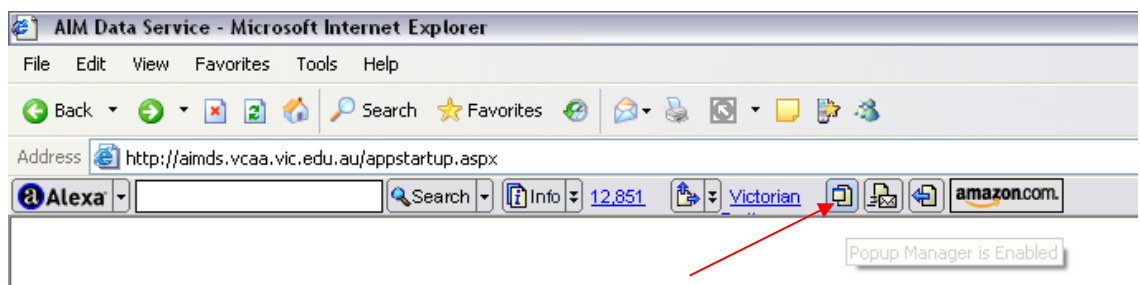


Click on the “Login” link to access the web page.

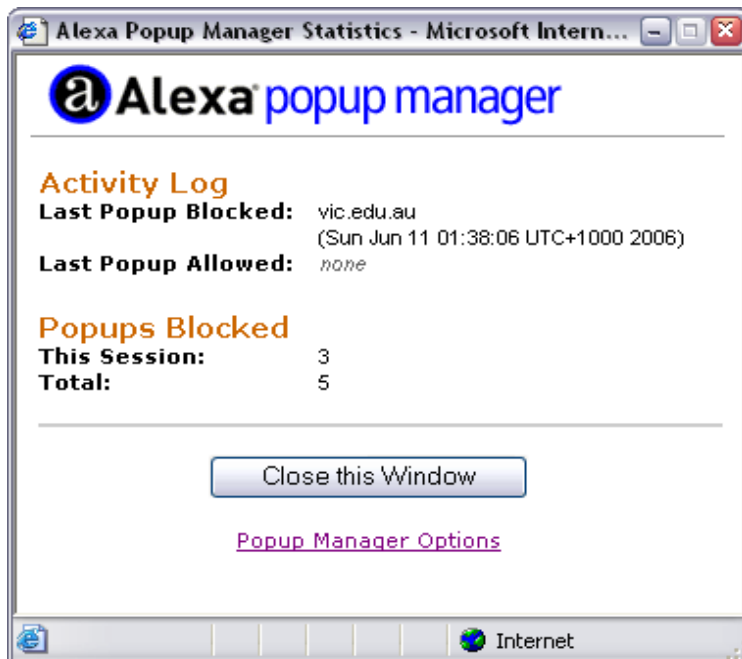
Once you have finished visiting the site, you can re-enable your AOL pop-up blocker program by clicking on “Turn Pop-up Controls On”.

7. Alexa Toolbar Pop-up Blocker

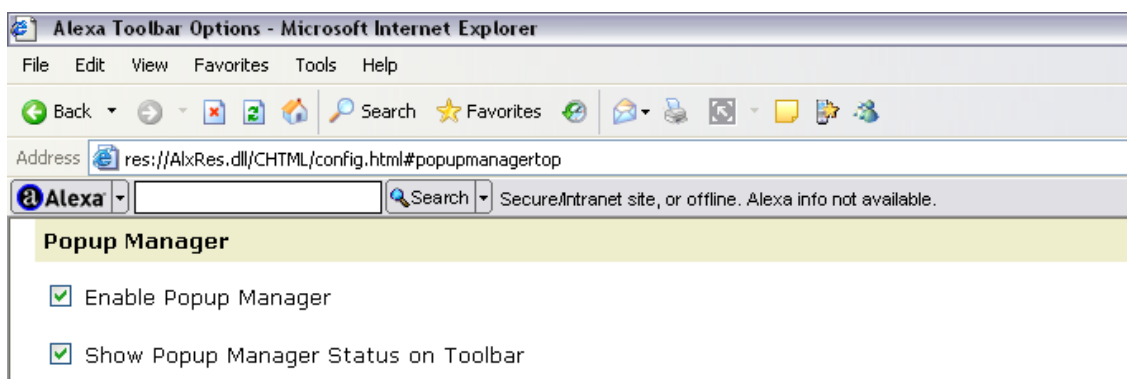
If you have installed Alexa Toolbar for Internet Explorer, the Alexa Toolbar will appear as below.



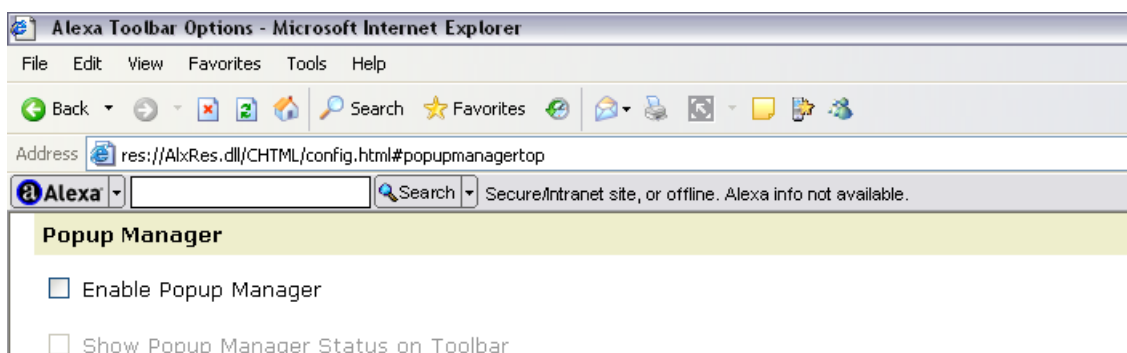
Click on the Popup Manager icon to display the window below.



Select “Popup Manager Options” link.



Turn off Popup Blocker feature by un-checking the “Enable Popup Manager”.
“Enable Popup Manager” should be unchecked as display.

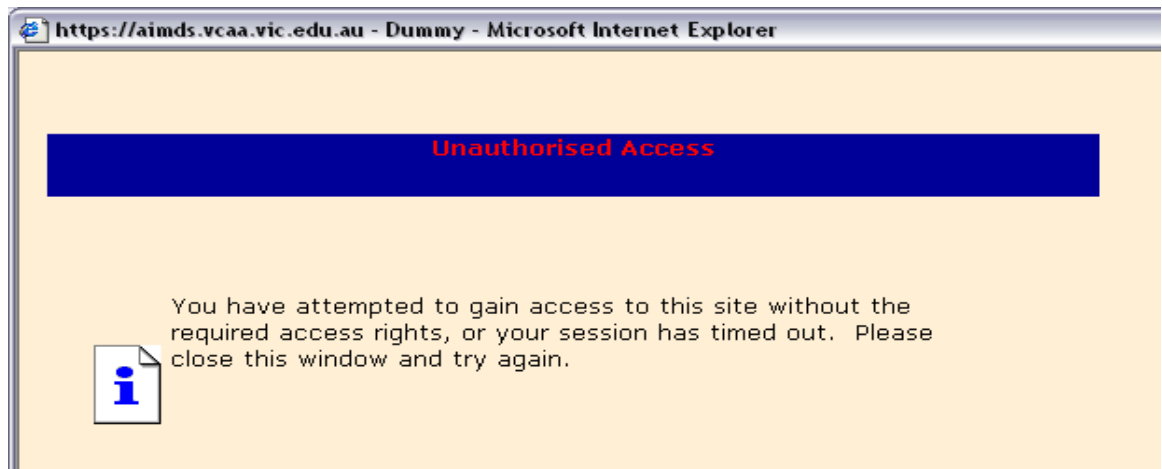


Visit the web site as normal.

Once you have finished visiting the site, you can turn on your Alexa pop-up blocker program by clicking on “Enable Popup Manager”.

8. Unauthorised Access error message

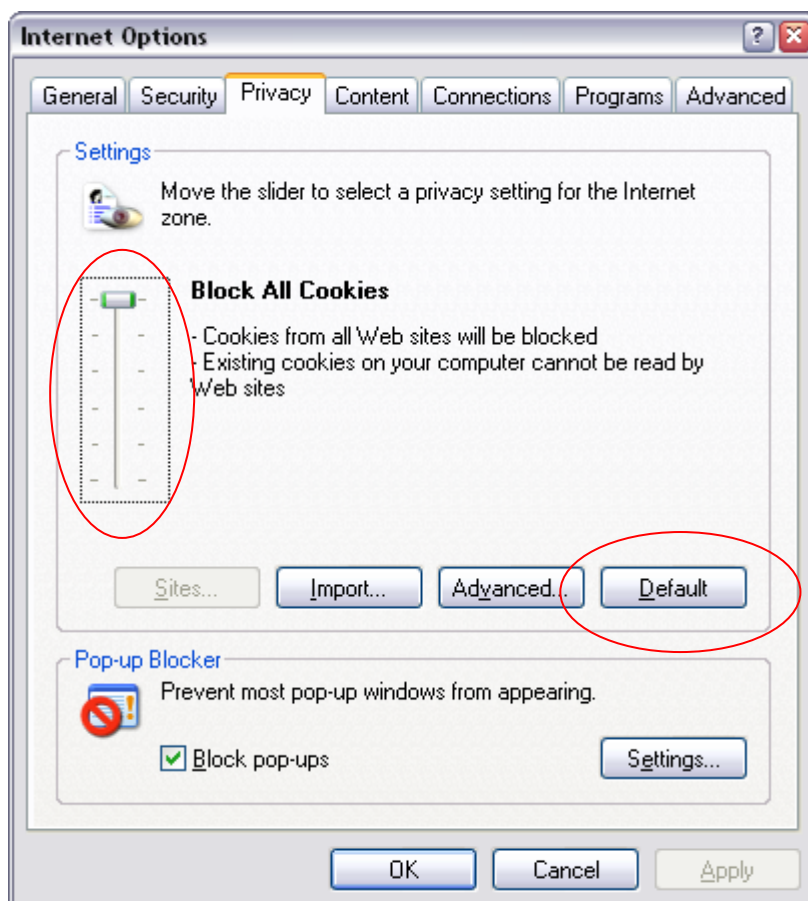
Users of a web site may receive the “Unauthorised Access” message. It is either caused by the user not accessing the web site for a long time (re-logging on in this case) ...



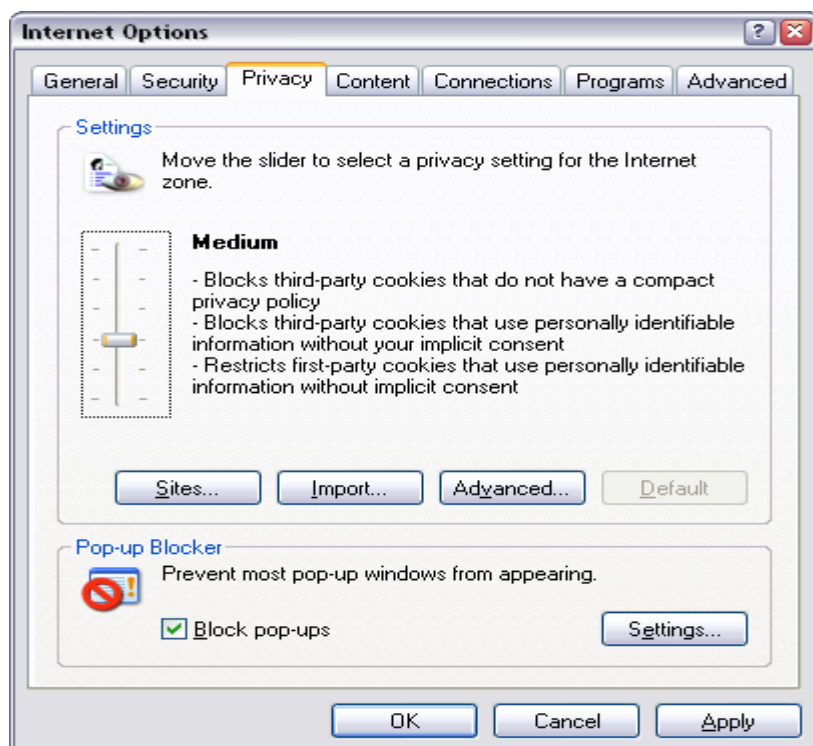
... Or the web site is unable to identify the user's session. Cookies were used to store user's identification so Internet Explorer must allow cookies from the web site in this case.

To temporarily accept cookies from the web site:

- Open Internet Explorer
- Select Tools > Internet Options...
- Select “Privacy” tab



- Click on the “Default” button or slide down the bar to “Medium” level
- Click “OK” to close the Internet Options window



Visit the web site as normal.

Once you have finished visiting the site, you can reset your “Privacy” setting back to the higher level to block cookies coming from unwanted web sites.

Note: You may place the URL address in “always allowed to use cookies” web sites list by clicking on the “Sites” button to open “Per Site Privacy Actions” setting window.